DOCUMENT RESUME

ED 122 645 HE 007 189

TITLE	Western Montana College Faculty Handbook.
INSTITUTION	Western Montana Coll., Dillon.
PUB DATE	75
NOTE	88p.
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS	Academic Freedom; Academic Standards; Administrative Organization; Administrative Personnel; *Administrative Policy; Administrator Responsibility; Ancillary Services; *College Faculty; Committees; Consultation Programs; Educational Policy; Faculty Organizations; Fringe Benefits; Governance; *Higher Education; Job Tenure; Noninstructional Responsibility; *Personnel Policy; *State Colleges; Teacher Responsibility
IDENTIFIERS	*Faculty Handbooks; Western Montana College

ABSTRACT

The 1975 edition of the faculty handbook for Western Montana College is intended to provided basic information concerning the organization, functioning and policies of the college. This is done by detailing the history and purpose of the college; the administrative organization of the college as part of the Montana University system; the faculty organization and operation including its various committees, the faculty Senate, academic freedom policies, and appointment and tenure procedures; general employment policies including leaves and fringe benefits and privileges; academic regulations; the facilities and services available; business and financial matters; and student relations. (JMF)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED122645

WESTERN MONTANA COLLEGE

FACULTY HANDBOOK

Spring 1975

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

IE027189

FOREWORD

The faculty Handbook is intended to provide members of the faculty and staff with basic information concerning the organization, functioning and policies of Western Montana College. No attempt has been made to include all policies and regulations in this Handbook, and in particular the current general catalog should be consulted for academic and student regulations.

Every effort has been made to see that the material contained in this Handbook is current and correct, but Western Montana College reserves the right to change regulations and policies in this Handbook at any time without notice.

TABLE OF CONTENTS

I. HISTORY AND PURPOSE
- 101. History
- 102. Function and Goals
  - 102.1 Preparation of Teachers
  - 102.2 Graduate Program
  - 102.3 Business Education
  - 102.4 General Studies
  - 102.5 Continuing Education Program
  - 102.6 Liberal Arts
  - 102.7 Associate Degrees
- 103. Accreditation
- 104. The Campus

II. ADMINISTRATIVE ORGANIZATION
- 201. Montana University System
- 202. The Board of Regents
- 203. State Board of Examiners
- 204. Local Executive Board
- 205. President
- 206. Order of Succession

III. FACULTY ORGANIZATION AND OPERATION
- 301. Classification of Faculty
  - 301.1 General College Faculty
  - 301.2 Graduate Faculty
- 302. University System Committees
  - 302.1 Faculty Council
  - 302.2 Service Committee
- 303. Faculty Senate
- 304. Academic Freedom
- 305. Appointment and Tenure
  - 305.1 Annual Appointment
  - 305.2 President's Power of Appointment
  - 305.3 Summer Session Appointment
  - 305.4 Reappointment
  - 305.5 Dismissal
  - 305.6 Resignations
  - 305.7 Tenure
  - 305.8 Promotion Policy
  - 305.9 Retirement
  - 305.10 Termination of Employment
- 306. Committees
- 307. Faculty Records

IV. GENERAL EMPLOYMENT POLICIES
- 401. Professional Relationships
  - 401.1 Employment of Relatives
  - 401.2 Relations with Board of Regents
  - 401.3 Candidacy for Public Office
  - 401.4 Outside Activities and Employment

401.5 Tutoring
401.6 Legislative Lobbying
401.7 Consultative Services
401.8 Gifts to Faculty and Staff
401.9 Sales or Solicitations on Campus
401.10 Commencement Addresses by Faculty Members
401.11 News Releases and Statements
401.12 Continuing Education
402. Leaves
402.1 Absences from Campus
402.2 Extended Leave Without Pay
402.3 Holiday Leave
402.4 Eighth Quarter Leave
402.5 Sabbatical and Educational Leaves
403. Benefits and Privileges
403.1 Retirement Plan
403.2 Social Security
403.3 Tax-Sheltered Annuity Program
403.4 Medical Expenses Plan
403.5 SAGA Food Service
403.6 Faculty Enrollment in Academic Courses
403.7 Credit Union
403.8 Courtesy Fund

V. ACADEMIC REGULATIONS
501. Records
502. Student Attendance
502.1 Permits to Attend Class
502.2 Absences
502.3 Sick List
502.4 Withdrawal from Class
502.5 Withdrawal from College
503. Office Hours
503.1 Administrative, Business and Service Offices
503.2 Faculty Office Hours
504. Faculty Load
505. Assignment of Classrooms
505.1 Scheduled Class Meetings
506. Changes of Courses
507. Cancellation of Courses
508. Grade Reports
508.1 Grading Policy
508.2 Final Grade Reporting
508.3 Changing Grades
508.4 Incomplete Grades
509. Examinations
509.1 Final Examinations
509.2 Early Examinations
509.3 Examination Conflicts
509.4 Registration Regulations and Instructions

VI. FACILITIES AND SERVICES

- 601. Assignment of Space
- 602. Use of College Facilities
  - 602.1 General Provisions
  - 602.2 Keys to Buildings
- 603. Campus Security
  - 603.1 Security Policy
- 604. Remodeling Within Buildings
- 605. Smoking Regulations
- 606. Motor Vehicle Regulations - Faculty and Staff
- 607. Use of Telephones
- 608. Accident Reports
- 609. Building Maintenance
  - 609.1 Custodial Staff
  - 609.2 Classroom and Office Maintenance
- 610. Textbook Library
- 611. College Library
  - 611.1 Loan Period on Library Materials
  - 611.2 Reserve Books
  - 611.3 For Faculty Information, All Stacks are Open To All Students.
  - 611.4 Audiovisual Services
  - 611.5 Interlibrary Loans
  - 611.6 Photocopy Service
  - 611.7 Ordering Library Books
  - 611.8 Detailed Information
- 612. Financial Aid Office
  - 612.1 How to Obtain a Student Employee
  - 612.2 Employment Vacancies
  - 612.3 Unsatisfactory Employees
  - 612.4 Student Employee Hours
  - 612.5 Vacation Employment
  - 612.6 Student Time Sheets
  - 612.7 Student Employee Retention
- 613. Duplicating Service
- 614. College Vehicles
- 615. Mailing Service
- 616. Private Use of College Facilities and Supplies

VII. BUSINESS AND FINANCIAL MATTERS

- 701. Payroll Procedures
  - 701.1 Required Forms
  - 701.2 W-2 Forms
  - 701.3 Salary Checks
- 702. Requisitions and Purchase Orders
  - 702.1 Minor Supplies
  - 702.2 Capital Equipment or Bulk Supplies
- 703. Expense Reimbursement
  - 703.1 Reimbursement for Travel Expenses
  - 703.2 Reimbursement for Teaching Extension Classes
- 704. Cash Receipts
- 705. Textbook Purchases
- 706. Travel Regulations
  - 706.1 Travel by Common Carrier
  - 706.2 Travel by Private Car

VIII. STUDENT RELATIONS

801. Student Trips
802. Student Social Functions
803. Approval of Student Organizations
804. Faculty Advisers to Student Organizations
805. Student Personal and Behavior Problems
806. Academic Advisers to Students

I. HISTORY AND PURPOSE

101. History

The Act of Congress under which the State of Montana was admitted to the Union set aside 100,000 acres of the public domain for the establishment and support of a State Normal School in 1893. The Legislature of 1897 created an Executive Board which selected a president and faculty. The first session of the school opened September 7, 1897. In 1903 the Legislature changed the name of the institution to State Normal College. The State Board of Education on April 6, 1931 approved the four-year course and authorized conferring the degree of Bachelor of Education. The State Board of Education on December 8, 1947, changed the name of the degree to Bachelor of Science in Elementary Education, and by act of the Legislative Assembly the name of the college was changed to Western Montana College of Education, effective July 1, 1949. In April, 1954, the State Board of Education authorized the granting of a Bachelor of Science degree in Secondary Education and the degree of Master of Science in Education. The 1965 Legislature changed the name of the College to Western Montana College, effective July 1, 1965.

The Board of Regents authorized the granting of a Bachelor's of Arts degree in History and in English on April 13, 1970. On July 10, 1972, Western Montana College was authorized to grant an Associate of Arts and an Associate of Science degree.

From 1897 to the present the institution has had nine presidents: Delaney E. Sanders, 1897-1900; George J. McAndrew, 1900-1901; Dr. Henry H. Swain, 1901-1912; Joseph Eaton Monroe, 1912-1918; Esek Ray Mosher, 1919; Dr. Sheldon E. Davis, 1919-1946; Rush Jordan, 1946-1956; Dr. H. L. Steele, 1956-1957; Dr. James E. Short, 1957.

102. Function and Goals

102.1 Preparation of teachers

Revised Montana Codes, 1947, Section 75-1002, states that the object of said Normal School (Western Montana College) shall be the instruction and training of teachers for the public schools of the State of Montana, inclusive of all grades and departments.

Western Montana College offers preparation for and grants the academic degrees of Bachelor of Science in Elementary Education and in Secondary Education which qualify the holders for the corresponding Montana Standard Certificates.

To achieve its primary educational function Western Montana College has set up a program of selective admission of applicants to its teacher education program. The College curricula in teacher education give balanced emphasis to general education, the academic fields and the professional courses. These curricula are based on a philosophy expressed in the following objectives and means of development relative to the adequately prepared teacher.

I. HISTORY AND PURPOSE

101. History

The Act of Congress under which the State of Montana was admitted to the Union set aside 100,000 acres of the public domain for the establishment and support of a State Normal School in 1893. The Legislature of 1897 created an Executive Board which selected a president and faculty. The first session of the school opened September 7, 1897. In 1903 the Legislature changed the name of the institution to State Normal College. The State Board of Education on April 6, 1931 approved the four-year course and authorized conferring the degree of Bachelor of Education. The State Board of Education on December 8, 1947, changed the name of the degree to Bachelor of Science in Elementary Education, and by act of the Legislative Assembly the name of the college was changed to Western Montana College of Education, effective July 1, 1949. In April, 1954, the State Board of Education authorized the granting of a Bachelor of Science degree in Secondary Education and the degree of Master of Science in Education. The 1965 Legislature changed the name of the College to Western Montana College, effective July 1, 1965.

The Board of Regents authorized the granting of Bachelor of Arts degrees in History and in English on April 13, 1970 and authorized the Associate of Arts and the Associate of Science degrees on July 10, 1972.

From 1897 to the present the institution has had nine presidents: Delaney E. Sanders, 1897-1900; George J. McAndrew, 1900-1901; Dr. Henry H. Swain, 1901-1912; Joseph Eaton Monroe, 1912-1918; Esek Ray Mosher, 1919; Dr. Sheldon E. Davis, 1919-1946; Rush Jordan, 1946-1956; Dr. H. L. Steele, 1956-1957; Dr. James E. Short, 1957.

Liberal Education -- The graduate will have a background of essential knowledge and understanding in the fields of English communication and literature, health and physical education, the humanities, mathematics, physical and biological sciences, and social sciences.

Professional Competence -- The graduate will have competence in applying to teaching the psychology of human development, learning and testing. His experience with children and youth during his college training period will give him some of the skills and understanding that come from direct contact with school age children. Specific instructions in general methods of teaching closely related to a carefully supervised student-teaching experience will prepare him to enter the teaching profession with confidence. Study of educational philosophy and history will have prepared him to begin the development of a personal philosophy to serve as a guide in his role as a participant in curriculum development and in making the many value judgments required of a teacher.

Specialized Preparation -- The graduate will have a concentration in the areas of his specific interest in academic subject matter through his choice of two teaching fields.

102.2 Graduate Program

Two general programs in graduate study are offered: a fifth-year of professional study, and a Master of Science in Education. In order to work for the Professional Certificate awarded for completion of the Fifth-Year Professional Study Program the student must have a program of studies plan approved by the Director of the Graduate Division and the student's academic adviser. The Master's program is limited to Elementary Education including Art, English, Industrial Arts, Music, Physical Education and Social Science.

102.3 Business Education

Upon satisfactory completion of the two-year program in Business Education, a Certificate of Business Education will be issued to the candidate.

102.4 General Studies

The general studies have been developed for ease of transfer of credits for those people wishing to attend Western for one or two years before transferring to a program in some other four-year institution.

102.5 Continuing Education Program

The Continuing Education Program at Western Montana College consists of extension courses offered off campus which do not carry residence credit, and regular or evening courses offered on campus which may be taken for residence credit.

102.3 Business Education

This section has been deleted since the business education program is now included in the Associate of Arts Degree.

102.6 Liberal Arts

The Board of Regents approved the authorization of Bachelor of Arts Degrees in History and in English on April 13, 1970.

Western Montana College offers a Liberal Arts curriculum that: (1) provides reasonable depth in the several liberal arts disciplines -- the biological, physical and social sciences, the humanities, and the fine arts, (2) requires demonstrated literacy in the use of the English language and encourages competence in a foreign language, (3) provides opportunity for development of professional and technical competence as a practitioner in some field of endeavor by focusing knowledge and experience from many fields as it applies to the profession concerned, emphasizes the principles and methods basic to the field through study in areas fundamental to the profession, cultivating needed skills and inculcating the profession's standards.

102.7 Associate Degrees

The Board of Regents approved the authorization of an associate of arts degree and an associate of science degree on July 10, 1972.

"THAT, the units of the Montana University System be authorized to grant the Associate of Arts and Associate of Science Degrees within the framework of the academic programs presently in existence at each of the units, or at the completion of presently authorized two or three-year diploma or certificate programs."

The availability of the Associate Degrees at the units of the Montana University System will provide students with feasible alternatives short of the traditional four-year baccalaureate degree without lowering, in any way, the academic standards at any of the units of the system. The Associate Degrees will enable the units to serve a wide variety of occupational and paraprofessional needs and student interests that are not presently satisfied by the current four-year degree programs. It is felt that many students who drop out of college during the first or second year for lack of incentive will be encouraged to complete the Associate Degree as either a terminal degree or possibly a point of re-assessment before pursuing the baccalaureate degree. The Associate of Arts and the Associate of Science Degree will serve as a recognition of work accomplished in a meaningful program and provide an interim point that will allow a student to continue his education at a later time if he so desires. The Associate Degrees will also enable students interested in limited academic programs to complete these programs without being considered "drop outs" because they have not completed baccalaureate degree requirements.

103. Accreditation

Western Montana College is a member of the American Association of Colleges for Teacher Education and the Association of State Colleges and Universities. It is accredited by the Board of Regents of the Montana University System and the Northwest Association of Secondary and Higher Schools.

104. The Campus

The original campus area consisted of ten acres deeded by Philip H. Poindexter and William C. and Rachel Orr in December, 1894, "for the use and benefit of the State Normal College." In 1918 three and thirty-six hundredths adjoining acres to the south were added by purchase from the Gilmore and Pittsburgh Railroad Company. Vigilante Field, in an amount of 9.27 acres, was added in June, 1949, by deed from the City of Dillon through the efforts of local civic groups. The Halloran property near the college and constituting about one-sixth of an acre was added in 1954. In 1955 eight acres were purchased and in 1966 two and ninety-six hundredths acres were purchased from Dr. and Mrs. R. D. Curry. Both areas join the campus on the east. In 1963 a residence and small tract of about one-sixth acre were purchased from Mr. and Mrs. L.S. Osborne. The land holdings at present approximate 34 acres, 24 1/2 of which lie within a single block.

The campus consists of the following structures: Main Buildings (1897, 1907), Women's Residence Hall (1919, 1937), Dining Room and Recreation Hall (1921), Library (1924), Swimming Pool (1925), Auditorium (1952), Student Union (1958), Western Apartments (1958), and Men's Residence Halls -- Jordan (1958), Davis (1959), Centennial (1964) and Bobby Clark (1967)--Library-Administration Building (1969), and Physical Education Complex (1969), and Faculty Office-Classroom Building (1971).

II. ADMINISTRATIVE ORGANIZATION

201. Montana University System

General control and supervision of the Montana University System are by Constitution and Statute vested in a Board of Regents of higher education. The Board consists of seven members appointed by the Governor and confirmed by the Senate, to overlapping eight-year terms. By statute the appointees must be divided between the first and second congressional districts and must be selected so that not more than four of the members are affiliated with the same political party. The Governor and Superintendent of Public Instruction are ex-officio non-voting members of the Board. When the Board is meeting to consider subjects relating to the University System of Montana there shall be an additional nonvoting member who shall be the students' representative member of the Board. This students' representative member shall be one of the student body presidents of the six units of the University System and he shall be elected for a one year term by a majority of the student body presidents. His term shall be from July 1 of the first year to June 30 of the following year. The students'

104. The Campus

The original campus area consisted of ten acres deeded by Philip H. Poindexter and William C. and Rachel Orr in December 1894, "in Trust for the use and benefit of the State Normal School of the State of Montana, located at the City of Dillon." In 1918 three and thirty-six hundredths adjoining acres to the south were added by purchase from Gilmore and Pittsburgh Railroad Company. Vigilante Field, in an amount of 9.27 acres, was added in June, 1949, by deed from the City of Dillon through the efforts of local civic groups. The Halloran property near the College and constituting about one-sixth of an acre was added in 1954. In 1955 eight acres were purchased and in 1966 two and ninety-six hundredths acres were purchased from Dr. and Mrs. R. P. Curry. Both areas join the campus on the east. In 1963 a residence and small tract of about one-sixth acre were purchased from Mr. and Mrs. L. S. Osborne. The land holdings at present approximate 34 acres, 24 1/2 of which lie in a single block.

The campus consists of the following structures: Main Hall (1897 and 1907), Women's Residence Halls (1919, 1937), Dining Room and Recreation Hall (1921), Library (1924), Gymnasium (1924), Swimming Pool (1925), Auditorium (1952), Jordan Hall (1958), Student Union (1958), Western Apartments (1958), and Men's residence halls -- Davis (1959), Centennial (1964), and Clark (1967) -- Physical Education Complex (1969), Library-Administration Building (1969), and a Faculty Office-Classroom Building (1971).

The Residence Hall for women provides attractive living quarters for more than two hundred students. This building and the adjoining dining room are most conveniently arranged; they are modern, fireproof, comfortable. Jordan Hall accommodates 48 students. Davis Hall accommodates 90 men, Centennial Hall, 110, and Clark Hall, 150. Western Apartments provide 16 living units for married students. Two more College-owned apartments are available in a remodeled residence located near the Campus.

representative member shall receive the same compensation as any other member and shall have the same rights as any other member of the board with the exception of voting rights. By statute, the state's combined system of higher education is called "The Montana University System." The Board appoints a commissioner of higher education whose office is located in Helena at the State capitol.

The six components of the Montana University System are as follows:

Montana State University, Bozeman
University of Montana, Missoula
Montana College of Mineral Science and Technology, Butte
Western Montana College, Dillon
Eastern Montana College, Billings
Northern Montana College, Havre

For each of the component institutions there is a three-man Local Executive Board appointed for three-year terms by the Governor and confirmed by the Board of Regents.

The Council of Presidents of the Montana University System consists of the Presidents of the six units of the University System and the Commissioner of Higher Education appointed by the Board of Regents. The Council meets regularly in an advisory capacity to the Board.

202. The Board of Regents

The powers and duties of the Board of Regents of the Montana University System, are found in the Revised Codes of Montana, 1947. Those powers and duties applicable to the University System are as follows:

a. To have general control and supervision of the University of Montana, Montana State University, Montana College of Mineral Science and Technology, Western Montana College, Eastern Montana College and Northern Montana College, all being units of the Montana University System.

b. To provide, subject to the laws of the state, rules and regulations for the government of the affairs of the state educational institutions named above.

c. To grant diplomas to the graduates of all state educational institutions, where diplomas are authorized or now granted upon the recommendation of the faculties thereof, and may confer honorary degrees upon persons, other than graduates, upon the recommendation of the faculty of the appropriate institution.

d. To have, when not otherwise provided by law, control of the books, records, buildings, grounds, and other property of the institutions and colleges named in (a) above.

II. ADMINISTRATIVE ORGANIZATION

201. Montana University System

General control and supervision of the Montana University System are by Constitution and Statute vested in a Board of Regents of higher education. The board consists of seven members appointed by the governor and confirmed by the Senate. Not more than four may be from one congressional district and not more than four may be affiliated with the same political party. One of the members of the board shall be a student appointed by the governor who is registered full-time at a unit of higher education under jurisdiction of the board. The length of the term of the student member shall be not less than one year and not more than four years. The student membership shall not be subject to the congressional district nor the political party constraint mentioned above. Appointed member's terms are seven years. Vacancies shall be filled for the remainder of the unfilled term. By statute, the state's combined system of higher education is called "The Montana University System." The Board appoints a commissioner of higher education whose office is located in Helena at the State capitol.

The six components of the Montana University System are as follows:

Montana State University, Bozeman
University of Montana, Missoula
Montana College of Mineral Science and Technology, Butte
Western Montana College, Dillon
Eastern Montana College, Billings
Northern Montana College, Havre

For each of the component institutions there is a three-man Local Executive Board appointed for three-year terms by the Governor and confirmed by the Board of Regents.

The Council of Presidents of the Montana University System consists of the Presidents of the six units of the University System and the Commissioner of Higher Education appointed by the Board of Regents. The Council meets regularly in an advisory capacity to the Board.

202. The Board of Regents - continued

e. To receive from the State Board of Land Commissions, or other boards, or persons or from the government of the United States, any and all funds, incomes, and other property to which any of said institutions may be entitled and to use and appropriate the same for the specific purpose of the grant or donation, and none other; and to have general control of all receipts and disbursements of any said institutions.

f. To choose and appoint a president and faculty for each of the various state institutions named above, and to fix their compensation. The Board must appoint a Commissioner of Higher Education of the Montana University System and fix his term of office and salary and prescribe generally his duties. Said Commissioner shall not be a member of the Board.

g. To appoint each two years a budget committee composed of four members selected from the appointive members of the Board, whose duties shall be to review the budget requests presented by the institutions composing the Montana University System and to transmit such requests to the Board together with recommendations thereon.

h. To confer upon the Executive Board of each of said institutions such authority relative to the immediate control and management other than financial, and the selection of the faculty, teachers, and employees, as may be deemed expedient, and may confer upon the president and faculty such authority relative to the immediate control, and management, other than financial, and the selection of teachers and employees, as may by said Board be deemed for the best interest of said institutions. (a. through h. from 75-107 (836) Revised Codes of Montana, 1947.)

i. The control and supervision of the Montana University System are vested in the Board of Regents, which must appoint a president and faculty for each of the various state institutions and such other officers, agents, and employees for the Montana University System and for its component state institutions as the Board of Regents may deem necessary. The Board shall also prescribe the powers and duties of the president, faculty, officers, agents and employees of the institutions composing the Montana University System, and shall establish for the government of component institutions and for the instruction given therein, such rules and regulations not inconsistent with the laws of the state, as may be necessary for the proper government and control of the system and its component parts. (Section 75-403.)

202. The Board of Regents - continued

j. It shall be the duty of the Board of Regents, in the exercise of its discretion, in the government and control of said Montana University System and its component institutions, as conferred upon it by the constitution of the state, to take such steps and prescribe such rules as may be necessary to prevent unnecessary duplications of courses of instruction in the various educational institutions composing the system; to investigate carefully the needs of each institution with reference to buildings, equipment and instruction. It shall be the duty of each member of said Board to visit each of said educational institutions at least once each year, and at such other times as the Board may deem necessary in order to acquaint himself of the needs and management of said institutions. (Section 75-405 of the Statutes.)

203. State Board of Examiners

The Governor, Secretary of State, and Attorney General constitute a Board of Examiners, which has the power to "let all contracts, issue all bonds for any and all buildings and improvements and shall audit all claims to be paid from all moneys."

204. Local Executive Board

Members of the three-member local board are appointed by the Governor and confirmed by the Board of Regents for regular terms of three years, with removal power retained by the Governor or by the Board of Regents. They are required by law to meet at least once each calendar quarter. The president of each institution is not eligible to appointment as a member of the Board. At least two of the members shall reside in the county where the institution is located. Local board functions relating to institutional management or staff are limited to such as may be conferred by the Board of Regents and are subject to the supervision of the Board of Regents.

Functions of the local board were established by the Board of Regents as follows:

1. They shall periodically visit the institution for which they have been appointed, especially for the purpose of appraising the condition and needs of the physical plant, campus grounds, educational facilities, and student living conditions.

2. They shall do and perform such other functions as are customary on the part of educational boards of visitors except that their existence or functions shall not preclude the appointment of other and additional advisory boards or committees, exercising visitorial functions.

204. Local Executive Board - continued

3. The functions shall include consultative and advisory service to the president of the institution as well as such other duties as may be duly specified and communicated to them by, or on behalf of, the Board of Regents.

4. They shall annually in June, and otherwise as they deem necessary, submit reports to the Board of Regents respecting such duties or concerning the condition of the institution generally or in particular.

5. They shall from time to time meet on the campus of the institution, with the institution providing the facilities on request. The president of the institution shall attend all regular meetings of the local board and on the invitation of such board, or its chairman, may attend at other times.

205. President

The president is the chief executive officer of Western Montana College. Major plans, policies, appointments, and budgetary matters are formulated and administered by his office in cooperation with the administrative officers and the general faculty, subject to the approval of the Board of Regents of the Montana University System.

The following quotations from the Statutes indicate the powers of the president:

> The presidents of each of the educational institutions constituting the Montana University System, as herein prescribed, in connection with their respective executive boards of the several institutions, as now prescribed by law, shall have the immediate direction, management, and control of their respective institutions, subject to the general supervision, direction and control of the Board of Regents. The president of a unit of the Montana University System shall not act as the Commissioner of Higher Education of the University System.
>
> The president of the college shall be the president of the general faculty, and of the special faculties of the several departments or colleges and the executive head of the institution in all its departments. As such officer he shall have authority, subject to the Board of Regents to give general direction, to the instruction, practical affairs, and scientific investigations of the several colleges.

206. Order of Succession

In order to insure that administrative authority is properly allocated in the absence of the President, necessary decisions will be made by the Administrative Committee.

III. FACULTY ORGANIZATION AND OPERATION

301. Classification of Faculty

301.1 General College Faculty

The General College Faculty shall include that body of persons on a full-time basis (10-12 months contract), and who hold academic rank, at Western Montana College to whom are entrusted the government and instruction of the institution. All personnel included in the above classification shall be eligible to vote at faculty meetings.

The faculty possesses those prerogatives pertaining to the prescription of the curriculum, the granting of degrees, and other related matters which it exercises subject to the reserved power of control exercised by the Board of Regents of the Montana University System and the President.

The faculty shall meet at least once a quarter, and as often as necessary, to hear and consider reports from its representatives, or for other purposes.

Meetings of the faculty, including those already provided for above, may be called by the President or by the majority vote of the Faculty Senate.

A quorum shall consist of a simple majority of the faculty. Voting at a meeting of the faculty must be by secret ballot if requested by one member of the faculty.

301.2 Graduate Faculty

The Graduate Faculty shall consist of the President, Academic Dean, Director of Graduate Studies and faculty members holding the rank of Professor, Associate Professor, or Assistant Professor who have been nominated by a department head and approved by the Director of Graduate Studies. The nomination shall include evidence of demonstrated ability and active participation in graduate instruction and research. The duties of the Graduate Faculty are to approve all matters of general policy relating to graduate work, act upon all proposed graduate courses, recommend the requirements for all graduate degrees, and pass on all candidates for advanced degrees.

302. University System Committees

302.1 Faculty Council

The Faculty Council of the Montana University System is composed of five members from each of the general faculties of the six units of the Montana University System. The members of the Faculty Council meet at least three times annually and

302.1 Faculty Council - continued

are elected by their faculties to discuss problems common to the interests of all of the units and to make recommendations to the appropriate faculty group.

At Western Montana College members of the Faculty Council are elected by the General Faculty at the first fall faculty meeting.

302.2 Service Committee

A Service Committee is established in each of the institutions of the University System for the purpose of assuring to all administrators and members of the instructional staff proper professional tenure and for the purpose of promoting efficient service to the College. It shall be the duty of the Service Committee at the direction of the President, or upon the request of any tenure staff member whose removal is proposed, or who is under suspension, to inquire into the case and to submit a report of its findings to the President and to the tenure staff member involved. The President shall transmit a copy of such report to the chairman of the Board of Regents of the Montana University System. At the time of such consideration the officer or member involved shall have the right to appeal personally before the Board in his own defense.

The Service Committee shall consist of three faculty members. To be eligible for this Committee the faculty member must be on permanent tenure. One member is appointed by the Governor, one by the President of the institution, and one is elected by the General Faculty of the institution.

303. Faculty Senate

A description and statements of purposes and responsibilities of the Faculty Senate appear in Appendix I, Faculty Senate Constitution, of this handbook.

304. Academic Freedom

The Board of Regents of the Montana University System, in response to a resolution of the Montana House of Representatives, issued the following statement on March 12, 1963:

"In recognition of the possibility of misunderstanding particularly among the academic communities of Montana and elsewhere, and in a sincere desire to approach this assignment with the greatest possible degree of objectivity, the Regents first wish to make clear their attitude toward freedom of speech particularly as it applies to the teacher in institutions of higher education. They therefore wish to endorse that portion of the 1940 Statement of Principles on

302.2 Service Committee

The Committee on Service will consist of one professional staff member on continuous tenure appointed by the Board of Regents, one professional staff member on continuous tenure appointed by the president of the institution and one professional staff member on continuous tenure elected by the Faculty Senate or similar faculty organization of the institution. The committee members shall serve a twelve-month term, to commence on September 1. Whenever a vacancy occurs, a successor shall be appointed by the appropriate body or individual to fill the unexpired term.

304. Academic Freedom - continued

Academic Freedom and Tenure announced by the American Association of University Professors, which reads as follows:

'Academic Freedom'

'(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

'(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

'(c) The college or university teacher is a citizen, a member of learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.'

"The Regents like particularly the emphasis in paragraphs (b) and (c) of the above statement relating to the responsibilities as well as the privileges which members of the profession and professional organizations associate with this important concept of American Life."

305. Appointment and Tenure

Regulations in regard to appointment and tenure of office of instructional and scientific staffs are contained in University Act No. 673, adopted by the Board of Regents of the Montana University System June 22, 1918, and amended April 8, 1919, April 26, 1921, April 2, 1922, July 16, 1951, July 13, 1953:

1. The members of the instructional and scientific staffs which includes Research and Extension staffs of the University shall be classified and ranked, at the time of appointment or reappointment, as professors, associate professors, assistant professors, lecturers, instructors or assistants.

2. Professors and associate professors are on permanent appointment; provided, however that the initial appointment to a full professorship or to an associate professorship may be for a limited term. Such limited term appointment may be renewed; provided, however, that reappointment after three years of service shall be deemed a permanent appointment.

3. Assistant professors are on a one year appointment for the first two years, after which reappointment, unless otherwise specified, is for a term of three years.

4. Lecturers, instructors and assistants are appointed for one year, unless otherwise definitely provided.

5. At the expiration of the term of appointment of a professor or an associate professor, if appointed for a limited term, or of an assistant professor, lecturer, instructor, or assistant, there is no obligation whatever to renew the appointment, and without renewal the appointment thereupon lapses and becomes void. In every case of such non-renewal of appointment, official notice thereof shall be given by the chief executive of the institution, not later than April 15th; provided, that a notice given ninety days prior to expiration of the contract shall be sufficient in case of the non-renewal of the appointment of any member of the Agricultural Extension Staff.

6. The titles and functions of administrative officers, such as deans, directors, chairmen, etc., being commonly assigned to persons holding the rank of professor, may be transferred by the chief executive of the institution from time to time from one professor to another as the interests of the University may deem.

7. Any administrative officer or any member of an instructional or scientific staff may be removed at any time by the Board, (a) after a hearing, (b) on the recommendation of the chief executive of the institution; provided, that with such recommendation there shall be transmitted a statement from the chief executive of the institution, with which such officer or staff member is connected, and also a copy of any report of the Committee on Service prepared in accordance with the provisions of Section 8 below.

   In cases of inefficiency, reprehensible conduct or insubordination, such chief executive may suspend any administrative officer or member of the instructional or scientific staffs until the next regular or special meeting of the Board. In such cases the payment of salary shall cease at the time of suspension. If the charges made are not sustained by the Board, salary shall be paid for the period of suspension. The Board may direct the suspension of any administrative officer or member of any instructional or scientific staff

pending an investigation by such chief executive of charges presented.

8. For the purpose of securing to all administrative officers and members of instructional and scientific staffs proper professional tenure, and for the purpose of promoting efficient service to the University, there is hereby established in each of the institutions of the University a Committee on Service to consist of one staff member on permanent tenure appointed by the President of the Board of Regents, one staff member on permanent tenure appointed by the president, and one staff member on permanent tenure elected by the faculty of the institution. The members of such committee shall be appointed to serve for one year beginning September first. Whenever any member of the Committee on Service become disqualified for any reason, it shall be the duty of the proper appointing officer to appoint a successor for the unexpired term.

   It shall be the duty of such Committee on Service at the direction of the chief executive of the institution, or upon the request of any member of a staff whose removal is proposed, or who is under suspension, to inquire into the case and to submit a report of its findings to said chief executive and to the staff member involved. The chief executive shall transmit a copy of such report for the consideration of the Board. At the time of such consideration the officer or member involved shall have the right to appear personally before the Board in his own defense.

9. Whenever a member of the instructional or scientific staff reaches the age of sixty-five years his official connection with the University may be terminated.

10. Nothing herein contained shall be deemed or held to constitute a surrender or abdication of any of the powers, duties, or functions imposed upon the Board of Regents by the constitution and laws of the State of Montana.

11. All appointments in the University service and the compensation thereof are subject to the limitations of the funds available. (University Act No. 672, adopted June 22, 1918.)

Items 305.1, 305.2, 305.3, which follow are extracts from the State Board Regulations.

305.1 Annual Appointment

Item 183-006, Staff Appointments, was passed by the Board of Regents at its August 13, 1962, meeting. The item reads as follows:

305. CONDITION OF EMPLOYMENT: APPOINTMENT AND TENURE

Regulations in regard to appointment and tenure of office of instructional and scientific staffs are to be found on the back of the contract.

1. Rank and Appointments. Tenurable members of the professional staff of the institution shall be classified and ranked, at the time of appointment or reappointment, as professors, associate professors, assistant professors, and instructors. All full-time appointments to the professional staff in the ranks of professor, associate professor, assistant professor, and instructor are of two kinds: (a) probationary appointments; (b) appointments with continuous tenure.

2. Probationary Appointments. Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to the acquisition of continuous tenure will not exceed seven academic years, including all previous full-time service with the rank of instructor or higher in other four-year institutions of higher learning; provided however, that not more than three years of service at such other institution(s) shall be credited toward the acquisition of continuous tenure status; and further provided that any unit of the Montana University System may require up to four full-time academic years or its equivalent of service at the institution before making an award of continuous tenure.

Time spent on authorized leave of absence from the institution will not count as probationary period service, unless the member of the professional staff and the appropriate representative of the institution agree to the contrary, in writing, at the time leave is granted. Part-time service, exclusive of graduate teaching assistantships and summer session appointments, may be given proportionate value on a pro rata basis in computing probationary service. The member of the professional staff and the appropriate representative of the institution shall agree, in writing, to the value of part-time service at the time of initial appointment.

3. Notice. Regardless of the stated terms or other provisions of any appointment, written notice that a probationary appointment is not to be renewed will be given to the member of the professional staff in advance of the expiration of his or her appointment, as follows: (a) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (b) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if a second-year appointment terminates during an academic year, at least six months in advance of its termination; (c) at least twelve months before the expiration of an appointment after two or more years of service at the institution. The institution will normally notify members of the professional staff of the terms and conditions of their renewals by April 15 for the

coming year, but in no case will such notification be provided later than forty-five (45) days after the signing of the University System appropriations bill by the Governor.

4. Non-Renewal of Appointment of Non-tenured Faculty. A system of appeal from a non-renewal of contract determination may be developed by any of the separate units of the University System. The resolution of such appeal shall constitute final administrative review of such case.

5. Continuous Tenure Appointments. The appointment of a member of the professional staff beginning his or her eighth year or its equivalent of full-time service constitutes an award of continuous tenure status. If the institution does not intend to award tenure with the eighth contract, the member of the professional staff must be so informed by June 30 of his or her sixth year of service. The appointment of a member of the professional staff beginning his or her fifth year or its equivalent of full-time service at the institution in the rank of associate professor or of professor constitutes an award of continuous tenure status.

Once the professional staff member qualifies for and is granted tenure, his professional faculty contract of employment, and his tenure, shall be with the appropriate institution within the Montana University System and not with the Montana University System.

6. Resignations. A member of the professional staff who wishes to resign from the faculty shall normally give notice thirty (30) days after receiving notice of term of appointment for the succeeding academic year, or May 15, whichever is later. The professional staff member may properly request a waiver of this requirement of notice in case of hardship or in a situation where he would otherwise be denied substantial professional advancement or other opportunity.

7. Transfer of Titles. The offices and titles of deans, assistant deans, directors, heads of departments, and chairmen may be transferred by the president of the institution, in his discretion, from one member of the professional staff to another as the interests of the institution may require.

8. Terminations. Termination of the appointment of a member of the professional staff on continuous tenure, or of a special or probationary appointment before the end of the specified term, may be effected by the institution either for adequate cause, or not for cause as defined below. Terminations will not be employed as a punitive measure or to punish professional staff members for the exercise of their right to academic freedom or constitutionally guaranteed civil rights.

9. Terminations Not for Cause. Terminations not for cause are of two kinds: (a) termination at normal retirement age; and (b) termination under unusual circumstances due to demonstrably bona fide financial exigencies of the institution, or demonstrably bona fide discontinuance of a program or department of instruction.

(a) Retirement. When a member of the professional staff reaches the age of sixty-five years, his or her appointment to the professional staff of the institution may be terminated at the discretion of the president of the institution after consultation with the appropriate department, division, school or other administrative unit, such termination to be effective at the conclusion of the academic year in which the professional staff member's birthday occurs; provided, however, that notwithstanding the provisions of the professional staff member's contract, such termination may be had if the member's birthday falls on or before August 31 following the close of the academic year; and provided further, that twelve months notice must be given by the president of the institution of his intention to terminate a member of the professional staff at age sixty-five.

If the professional staff member is not terminated at age sixty-five, he or she may be issued one-year contracts through the academic year in which the professional staff member reaches his or her seventieth birthday. Each of these one-year contracts shall be subject to an annual review, and the president of the institution may, in his discretion, and after consultation with the appropriate department, division, school or other administrative unit, terminate the professional staff member upon the expiration of the existing one-year contract. Under each one-year contract during this period the professional staff member must be given at least three months notice if it is decided that his or her contract will not be renewed for the succeeding year. Retirement from full-time employment is mandatory at the end of the academic year in which the professional staff member reaches his or her seventieth birthday.

Nothing herein precludes part-time employment of the professional staff member after his or her retirement from full-time service at any age.

(b) Financial Exigency or discontinuance of program or department. In a termination of appointment based upon bona fide financial exigency, or bona fide discontinuance of a program or department of instruction, the dismissal procedures established in Section 11(a) shall apply.

In every case of a termination related to financial exigency or bona fide discontinuance of a program or department of instruction, a member of the professional staff will be given notice of termination as soon as practicable, but in no case less than twelve months' notice. In the event that such notice is not given, the professional staff member shall be entitled to severance salary in a sum equivalent to his most recent annual contract salary.

Before terminating an appointment because of financial exigency or discontinuance of a program or department of instruction, the institution will make every effort to place

the affected member of the professional staff in another academic position for which he is qualified in the institution. If an appointment is terminated before the end of the period of appointment because of financial exigency, or bona fide discontinuance of a program or department of instruction, the released professional staff member's position will not be filled by a replacement within a period of two years, unless the released member has been offered reappointment and a reasonable time within which to either accept or decline.

10. Terminations for Cause. Any professional staff member of the institution may be terminated for adequate cause. Adequate cause is defined as: (a) conviction of a felony or a crime involving moral turpitude during the period of employment at the institution or the willful concealment of such crime in making application for employment; (b) failure to carry out the responsibilities of a professional staff member, which failure must be directly and substantially related to the fitness of the professional staff member in his or her professional capacity as a teacher or researcher and (c) fraud or misrepresentation of professional preparation, accomplishments or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes. If the termination for cause is based upon a failure to carry out responsibilities of a professional staff member because of unfitness related to medical or psychological reasons, such determination shall be based upon a preponderance of the evidence obtained at a hearing as provided in Section 11.

11. Termination Procedures. The following procedures will be observed in cases of termination not for cause based on financial exigency or discontinuance of a program or department of instruction, when the professional staff member whose termination is proposed so requests, and in all cases of dismissal for adequate cause.

(a) Adjustments and Hearing. If appropriate request is made, the termination of any professional staff member will be preceded by: (1) discussions between the professional staff member and the president of the institution or his designated representative. The matter may be concluded by mutual consent at this point. (2) If the matter is not so concluded, the Faculty Committee on Academic Freedom and Tenure or a similar faculty committee may conduct a formal inquiry and shall prepare a written record. This inquiry shall constitute the only formal hearing in those cases involving terminations not for cause based on financial exigency or discontinuance of a program or department of instruction. If an adjustment is effected in this manner, the matter shall be concluded. If the issue is not settled, the Faculty Committee shall determine whether in its opinion further proceedings should be undertaken. This written opinion and the record shall be transmitted to the president of the institution. Such opinion will not be binding upon the president. However, his final decision shall be reviewable as provided in appropriate Board of Regents by-laws.

(3) In the case of dismissal for adequate cause, and in the event the foregoing proceedings have not effected an adjustment, the president or his designated representative shall cause to be prepared a formula statement of charges, framed with reasonable particularity, and shall serve the statement of charges upon the professional staff member.

(b) Request for Hearing. Within twenty (20) days of service upon him of the statement of charges, the professional staff member shall indicate, in writing, whether he desires a formal hearing. If no response is received, it shall be presumed that the professional staff member declines his right to a hearing. Such initial hearing shall be conducted by the Committee on Service.

(c) Committee on Service. The Committee on Service will consist of one professional staff member on continuous tenure appointed by the Board of Regents, one professional staff member on continuous tenure appointed by the president of the institution and one professional staff member on continuous tenure elected by the Faculty Senate or similar faculty organization of the institution. The committee members shall serve a twelve-month term, to commence on September 1. Whenever a vacancy occurs, a successor shall be appointed by the appropriate body or individual to fill the unexpired term. A member of the committee will remove himself from the case, either at the request of a party or on his own initiative, if he deems himself disqualified for bias or interest. Any member so disqualified shall be replaced for the purposes of the hearing by a temporary member appointed by the Faculty Senate in the case of the disqualification of a member appointed by that body, or appointed by the president of the institution in the case of the disqualification of a member appointed by the Board of Regents or the president. Each party to a hearing will have one peremptory challenge.

The Committee will serve notice of hearing upon the professional staff member whose dismissal is proposed at least twenty (20) days prior to its scheduled date. If the professional staff member whose removal for cause is proposed desires a hearing, he shall file his written response to the charges with the Committee at least five (5) days prior to the scheduled hearing date.

If the professional staff member does not respond to either the written statement of charges or the notice of hearing, the Committee shall consider whether the stated grounds as suggested by the available evidence are adequate for dismissal. If the Committee finds that the stated grounds constitute adequate cause, it may conclude without further inquiry that dismissal would be proper.

The Committee, in consultation with the president of the institution and the affected professional staff member will exercise its judgment as to whether the hearing should be

public. However, the professional staff member's request that the hearings be private shall be binding on the Committee.

During the hearing the professional staff member shall be entitled to have an academic advisor and counsel of his choice.

At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

A verbatim record of the hearing will be taken and copies will be made available to the professional staff member without cost to him, at his request.

The burden of proof in a dismissal for cause shall rest upon the institution, and that burden shall be satisfied only by a preponderance of the evidence in the record considered as a whole.

The Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

The professional staff member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the institution will, insofar as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

The professional staff member and the institution will have the right to confront and cross-examine all adverse witnesses. When a witness cannot or will not appear, but the Committee determines that the interests of justice require admission of his or her affidavit, the Committee will identify the witness, disclose his or her affidavit and give such statement appropriate probative weight in view of the parties' inability to cross-examine.

In the hearing of charges of incompetence, the testimony will include that of qualified faculty members from this or other institutions of higher education.

The Committee will not be bound by the rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

The findings of fact and the decision will be based solely on the hearing record.

Except for such announcements as may be required, noting the

time of hearing, and the place, public statements about the case by either the professional staff member or the institution's administration will be limited so far as possible until the proceedings have been completed through final administrative review.

The professional staff member and the president of the institution will be notified of the decision of the Committee in writing.

The president of the institution will review the Committee's decision. If he disagrees, he will state his reasons in writing, and transmit them to the Committee and the professional staff member. These written reasons shall constitute a part of the record upon final administrative review.

12. Commissioner of Higher Education and Board of Regents Review. Final administrative review of the decision of the Committee on Service or of the Faculty Committee on Academic Freedom and Tenure, or a similar faculty committee, shall be had before the Commissioner of Higher Education and the Board of Regents as provided in Article VIII of the Board of Regents by-laws. Such review may be had upon the request of the affected professional staff member, the president of the institution, or upon the determination of the Commissioner or the Board acting on his or its own initiative.

The Committee on Service shall transmit the record in the matter to the Office of the Commissioner of Higher Education when so requested by the affected professional staff member, the Commissioner, the Board or the president.

The Board's review will be based upon the record of the Committee hearing, but it will provide an opportunity for oral and written presentations by the parties to the initial hearing. The decision of the Committee will either be affirmed, reversed, or remanded for the taking of additional testimony or the gathering of additional evidence. If remanded, the procedures outlined in Section II will be followed for cases of dismissal or adequate cause. The decision of the Board shall constitute the final administrative determination of the matter.

13. Suspension. Until a final administrative determination has been reached, the professional staff member may be suspended or assigned to other duties in lieu of suspension, at the discretion of the president of the institution. Before suspending a professional staff member pending final review, the president will consult with the Faculty Committee on Academic Freedom and Tenure. Suspension is appropriate only pending final administrative review, and only when immediate harm to the professional staff member or others is threatened by his continuance. Salary will continue during the period of suspension.

14. The titles and functions of administrative officers, such as deans, directors, chairmen, etc., being commonly assigned to persons holding the rank of professor, may be transferred by the chief executive of the institution from time to time from one professor to another as the interests of the University may deem.

15. Any administrative officer or any member of an instructional or scientific staff may be removed at any time by the Board, (a) after a hearing, (b) on the recommendation of the chief executive of the institution; provided, that with such recommendation there shall be transmitted a statement from the chief executive of the institution, with which such officer or staff member is connected, and also a copy of any report of the Committee on Service prepared in accordance with the provisions of Section 8 below.

In cases of inefficiency, reprehensible conduct or insubordination, such chief executive may suspend any administrative officer or member of the instructional or scientific staffs until the next regular or special meeting of the Board. In such cases the payment of salary shall cease at the time of suspension. If the charges made are not sustained by the Board, salary shall be paid for the period of suspension. The Board may direct the suspension of any administrative officer or member of any instructional or scientific staff.

16. Annual Appointment. "THAT, the Board of Regents of the Montana University System, hereby establishes the following policy as a guide for the future in considering appointment of full time academic faculty, namely that such appointments will normally be on a ten-month contract basis, unless for administrative or related reasons it is desirable to employ a faculty member on a 12-month basis. Salaries of faculty appointed on a 12-month basis shall be equated with 10-month faculty salaries for comparable ranks by a differential of 1.11."

17. President's Power of Appointment. According to Item 174-000, passed by the Board of Regents in April, 1960, the President has the power to make appointments subject to Board approval. Item 174-000 is as follows:

> "THAT, the Presidents be authorized, subject to the limitations of the budgets, to make such appointments to the staffs of the institutions, stations, divisions, and services, of the University of Montana, and to fill such vacancies in said staffs as may be necessary to carry on the work of said institutions, stations, divisions, and services, and to fix the compensation of persons appointed, subject to the approval of the Board of Regents."

18. Summer Session Appointment. The Board of Regents indicated in January, 1960 and in September, 1967 that contracts were not necessary in the employment of the summer session staff. Item 204-004, approved September 11, 1967, reads:

"It shall be the policy of the Board of Regents of the

Montana University System, to authorize the presidents of the units of the Montana University System to employ visiting summer session staff personnel by letter, furnishing a list of such appointments to the Commissioner of Higher Education of the Montana University System for filing."

305.1 Annual Appointment - continued

"THAT, the Board of Regents of the Montana University System, hereby establishes the following policy as a guide for the future in considering appointment of full time academic faculty, namely that such appointments will normally be on a ten-month contract basis, unless for administrative or related reasons it is desirable to employ a faculty member on a 12-month basis. Salaries of faculty appointed on a 12-month basis shall be equated with 10-month faculty salaries for comparable ranks by a differential of 1.11."

305.2 President's Power of Appointment

According to Item 174-000, passed by the Board of Regents in April, 1960, the President has the power to make appointments subject to Board approval. Item 174-000 is as follows:

"THAT, the Presidents be authorized, subject to the limitations of the budgets, to make such appointments to the staffs of the institutions, stations, divisions, and services, of the University of Montana, and to fill such vacancies in said staffs as may be necessary to carry on the work of said institutions, stations, divisions, and services, and to fix the compensation of persons appointed, subject to the approval of the Board of Regents."

305.3 Summer Session Appointment

The Board of Regents indicated in January, 1960 and in September, 1967 that contracts were not necessary in the employment of the summer session staff. Item 204-004, approved September 11, 1967, reads:

"It shall be the policy of the Board of Regents of the Montana University System, to authorize the presidents of the units of the Montana University System to employ visiting summer session staff personnel by letter, furnishing a list of such appointments to the Commissioner of Higher Education of the Montana University System for filing."

305.4 Reappointment

Although Board Regulations (Section 5, 305, this handbook) requires notification of non-reappointment by April 15, Western Montana College has adopted procedures recommended by the American Association of University Professors as follows:

Notice of non-reappointment, or of intention not to recommend reappointment to the Board, will be given in writing in accordance with the following standards:

305.4 Reappointment - continued

a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

c. At least twelve months before the expiration of an appointment after two or more years in the institution.

305.5 Dismissal

Board of Regents policy concerning dismissal is printed on the reverse of every contract and in Section 7, 305, of the handbook.

305.6 Resignations

Board of Regents policies state that all resignations of the regular administrative, instructional or scientific staffs of institutions of the Montana University System shall be submitted in writing to the president or director of the institution to which the individual belongs. The resignation should be addressed to the president and transmitted through the Academic Dean for his recommendation. Copies of the resignation will be transmitted by the president to the Board.

305.7 Tenure

State Board policy concerning tenure is printed on the reverse of every contract and in Sections 2-6, 305, of this handbook.

305.8 Promotion Policy

Evaluation of faculty members at Western Montana College is a continuing process. Prospective faculty members are carefully evaluated before they are hired, and the performance of each faculty member is reviewed annually at the time budgets are prepared. In addition, the following groups of faculty members are subject to the formal review process outlined below:

1. Faculty members in their second year of service at Western Montana College. Only time in the ranks of instructor and above, not time as a graduate assistant, is used in computing the length of service.

2. Faculty members who would attain tenure (by either State law or AAUP standards) in one more year. This includes several sub-groups:

a. Faculty members hired as associate or full professors who are now in their second year of service at Western Montana College.

b. Faculty members who have been promoted to associate professor at Western and who are now in their second year in that rank.

c. Faculty members who are now in their sixth year of full-time service on this faculty, or who are in the sixth year of full-time service in institutions of higher education where not more than three years at other institutions shall be counted in figuring this six years.

3. Faculty members who are being recommended for promotion by their department head.

Promotion will normally be based on the following criteria. Weights specifically assigned thereto may differ depending upon an individual's duties and particular skills.

1. Ability to teach effectively,
2. Ability to conduct research effectively,
3. Ability to keep up to date and to translate and disseminate knowledge in his professional field.
4. Ability to stimulate individuals to high scholarly attainment and to develop leaders.
5. Professional status, educational qualifications and scholarly reputation.
6. Potential growth and productivity.
7. Capacity for cooperation.
8. Contributions other than as a teacher and research scholar to the welfare of the department, college, community of Dillon and Montana.

Time in rank is also considered. Normally, instructors will serve a minimum of three years before being considered for advancement. For assistant professors and associate professors, the normal minimum is five years. Merit rather than tenure is the overriding criterion. There will probably be people who should never be promoted no matter how long they have been with Western. The promotion from assistant to associate professor is an important one because it is the first step toward recognition of permanent tenure. No one should be appointed to this rank unless the administration is reasonably confident that the college would be willing to have that person as a permanent faculty member. It is expected that a candidate for an associate professorship would have completed at least two years of graduate study toward the Doctorate.

305.8 Promotion Policy - continued

A candidate for the full professorship should hold the highest academic degree which is appropriate to his field. This must not become an ironclad rule, but the exceptions to it must have an exceptionally strong defense. Furthermore, the nominees must have demonstrated above average academic maturity and judgement. A candidate should have made significant contributions to his field both in teaching and in research. There must be concrete and indisputable evidence of the candidate's dedication to his profession and above all he should possess irreproachable integrity as a scholar.

Faculty members who have remained in rank for a long period and who have been employed at Western for a period of at least ten years may expect to move up one rank upon reaching their fifty-ninth birthday. (The age limit has been reduced from sixty-four to fifty-nine in order to be compatible with changes in state retirement laws.)

There is no fixed proportion of ranks within departments but to comply with accreditation requirements and Board of Regents recommendations a proper proportion of ranks will be maintained throughout the College, commensurate with academic preparation of faculty members.

Promotion not concurrent with the beginning of the fiscal year is to be discouraged. Promotion should not be recommended solely because an individual has received offers from other institutions or because it would be inconvenient to replace him. To reduce any stigma of pressure and association with salary considerations, promotions should be considered well in advance of the annual salary and budget review.

305.9 Retirement

Whenever a member of the instructional or scientific staff reaches the age of sixty-five years, his official connection with the University System may be terminated.

305.10 Termination of Employment

A faculty member who leaves employment at Western must receive clearance before the Business Office will release any moneys due him. Clearance can be obtained by acquiring and completing a "Termination of Employment Form" from the Business Office.

306. Committees

The following committees are appointed annually by the President to aid in the formation and execution of policies. Student membership is encouraged on appropriate committees.

305.8 Promotion Policy

Evaluation of faculty members at Western Montana College is a continuing process. Prospective faculty members are carefully evaluated before they are hired, and the performance of each faculty member is reviewed annually at the time budgets are prepared. In addition, the following groups of faculty members are subject to the formal review process outlined below:

1. Instructor. Initial appointment at Western is at the instructor level if individual does not hold a Masters degree--or if individual holds a Masters and has limited teaching experience. Such a person may be considered for promotion to assistant professor after two years at Western, a total of four years of teaching, and a Masters degree.

2. Assistant Professor. Initial appointment at Western is at Assistant Professor level if the individual holds a Doctorate degree--or if the individual holds a Masters and has had teaching experience in the Public school system or in a college (normally a minimum of five years). The individual may be considered for promotion to Associate Professor after two years at Western if the individual holds a Doctorate. If the individual does not hold a Doctorate consideration would come after five years at Western and academic progress towards a Doctorate representing at least two years of Graduate work beyond the Bachelor's degree (100 quarter hours).

3. Associate Professor and Professor. Initial appointment at Western is normally not at the Associate or Professor level. However, if the candidate holds a Doctorate and has had extensive teaching experience and is being considered for an administrative position such an appointment might be made.

An Associate may be considered for promotion to the professional level after four years at the Associate level if that person holds a Doctorate. Persons not holding the Doctorate should not normally expect to attain the level of Professor.

4. Faculty members who have remained in rank for a long period and who have been employed at Western for a period of at least ten years may expect to move up one rank upon reaching their fifty-ninth birthday.

305.11 Emeritus Faculty

Upon retirement, members of the instructional staff who have served meritoriously may be eligible for emeritus rank. The Appointment and Promotions Committee nominates faculty for emeritus rank. After approval by the President these nominations are forwarded to the Board of Regents for their concurrence. Emeritus faculty members continue to enjoy library privileges. Other accommodations may be extended to emeritus faculty as available, with the understanding that requirements of the regular faculty must have priority.

306. Committees - continued

Administrative Committee. The Administrative Committee is composed of the President (Chairman), Dean of Education, Business Manager, Registrar, Dean of Students, Academic Dean, and the Superintendent of Buildings and Grounds.

The Administrative Committee is constituted as the highest level policy-making body at Western Montana College. Its function is to coordinate the policies at Western Montana College through the various department, committees and individuals of the campus. This committee is also charged with the responsibility of reviewing and evaluating existing programs and policies and formulating replacement or new ones as the occasions demand.

Admissions. Seven faculty members are appointed by the President to serve on the Admissions Committee. This committee establishes admission policies and procedures consistent with regulations as set forth by the Montana Legislative Assembly and the Board of Regents of the Montana University System.

Alumni. The Alumni Committee includes those alumni faculty members appointed by the President to meet with the Alumni Associations.

Assembly. The Assembly Committee shall consist of five faculty members appointed by the President and the Student Body President as an ex officio member. This committee shall plan programs for both regular and special college assemblies.

Associate Degree Committee. The Associate Degree Committee includes the Registrar, the Chairman of the Industrial Arts Department, the Chairman of the Art Department, Dean of Education, and two members of the faculty appointed by the President. The Chairman of this committee will be appointed by the President. The function of the committee is to interpret matters relating to objectives, standards, admission of students to the associate degree program, standard program of study, course requirements, proposed changes in the program, and deviations of associate degree standards from academic regulations.

Athletic Committee. The Committee on Athletics shall be composed of two members of the faculy appointed by the President and the following ex-officio members:

1. The Dean of Students
2. The Director of Athletics
3. The Business Manager
4. The President of the Associated Students of Western Montana College
5. The M Club President

306. Committees - continued

Function

1. To establish, or where appropriate, to recommend to the General Faculty, policies concerning the relationship between athletic activities and the academic program of the College and ensure that such policies are followed.

2. To act as adviser to the Director of Athletics on all matters related to the athletic program.

3. To consider the budget for athletics as recommended by the Director of Athletics and to make such budgetary recommendations as the Committee deems necessary for the effective functioning of the athletic program.

4. To recommend to the General Faculty rules of eligibility for intercollegiate participation consistent with the requirements of the Frontier Conference and to establish such organization as may be necessary for the enforcement of eligibility rules.

5. To approve general scheduling procedures and the involvement of athletic teams in all non-scheduled activities.

6. To assist the Director of Athletics in the promotion of sportsmanship on the part of players, students and fans of Western Montana College.

The Chairman of the Athletic Committee shall act as the Faculty Representative to the Frontier Conference.

Campus Development Committee. This committee is composed of eleven faculty members appointed by the President and six students appointed by the Student Body President. The Campus Development Committee makes recommendations to the President concerning improvements and additions to the physical facilities.

Central Board. Central Board is the representative student governing body. It is composed of the Student Body President, Vice-President, the four class Presidents, and Representatives at Large (one for each two hundred students or major fraction) elected by a majority vote of the students. A Secretary and a Business Manager are appointed by the Central Board and there are two faculty advisers.

306. Committees - continued

Central Board supervises and controls the Student Union activities and services. The Board administers the use of that portion of the student activity fee that by election of the student body is placed under their jurisdiction. Central Board action must comply with Statute, Board of Regents, and College Regulations.

Curriculum. The Academic Dean acts as Chairman of the Curriculum Committee and the Registrar acts as secretary. The President appoints one member for each department offering a major or minor to serve on this committee.

The function of the Curriculum Committee is to give broad consideration to the strengthening of the curriculum. The Committee will recommend to the faculty changes in the general education program, academic requirements for the degrees and department offerings. It is the responsibility of this committee to consider innovative ideas in the curriculum of Western Montana College.

Discipline Appeal. The Discipline Appeal Committee is composed of five faculty members appointed by the President. In addition to student appeals, this committee may, on its own initiative, request a review of any case. The committee may recommend penalties up to and including expulsion.

Financial Aid. The Director of Financial Aid acts as Chairman of this committee which is composed of three faculty members appointed by the President and the Dean of Students and Business Manager who are ex officio members.

The Committee on Financial Aid has the responsibility of determining:

1. The policy which regulates all financial aid distributed through the Western Montana College Office of Financial Aid.

2. The minimum requirements needed to be eligible to receive financial aid.

3. The approval or disapproval of all applications for financial aid.

Graduate Committee. The Director of Graduate Studies is chairman of the committee which consists of five faculty members appointed by the President. The Graduate Committee is responsible for the development of the policies related to the Graduate Program. The duties of the Committee are:

306. Committees - continued

To recommend to the graduate faculty matters related to objectives, standards, admissions of students to the Graduate Program, student programs of study, course requirements, proposed changes in the program, advancement of students for candidacy, and any other matters directly related to the Graduate Program.

Liberal Arts Committee. The Academic Dean acts as chairman of this committee which includes the Chairman of the English Department, the Chairman of the History Department, the Registrar, and one member of the faculty appointed by the President.

The function of the committee is to interpret matters relating to objectives, standards, admission of students to the Liberal Arts program, student programs of study, course requirements, proposed changes in the program, and deviations of Liberal Arts students from academic regulations.

Library. There is no set number of members, but the Librarian is Chairman, the Academic Dean is vice-chairman and membership is broadly representative of the academic divisions.

Scholarship and Awards. This committee is composed of seven faculty members appointed by the President. The Scholarship and Awards Committee confers upon students all school awards and scholarships not handled by the Financial Aid Office.

Scholarship Requirements. The Scholarship Requirements Committee is composed of seven members of the faculty appointed by the President and is charged with interpretation of all academic regulations and consideration of all deviations from academic regulations, and other matters relative to student academic involvement.

TEPS (Teacher Education Program Committee). The Dean of Education acts as Chairman of this committee which includes faculty members appointed by the President.

Students who desire to become teachers must apply to the TEPS Committee for admission to the teacher education program. Students entering Western are not admitted immediately to the teacher training program. This applies both to the incoming freshmen and to the transfer students. Application for admission to the program should be made during the third quarter of the sophomore year. Application blanks can be obtained in the Dean of Education's Office.

All faculty members are encouraged to bring to the

306. Committees - continued

attention of the TEPS Committee any information pertinent to a prospective teaching candidate.

307. Faculty Records

The President's Office maintains a central file of faculty records. Each faculty member reports for his faculty record various items of information which may be used by administrators considering his advancement in the institution and for other purposes. These files are maintained under appropriate security procedures and are opened only to appropriate administrators.

Faculty members should notify the President's Office of additional publications and graduate work, especially toward advanced degrees, after initial appointment.

The President's Office should be informed immediately of change of address or home telephone number.

IV. GENERAL EMPLOYMENT POLICIES

401. Professional Relationships

401.1 Employment of Relatives

It is the policy of the Board of Regents not to employ more than one member of the same immediate family in regular service of any one of the institutions of the Montana University System. Employment of two or more members of an immediate family on the professional staff by any unit of the University System is regarded as exceptional, and will be approved only under unusual circumstances. Such exceptional cases require Board action.

Section 59-519 of the Revised Codes of Montana reads as follows:

> Appointment of relative to office of trust or emolument unlawful. It shall be unlawful for any person or any member of any board, bureau or commission, or employee at the head of any department of this state or any political subdivision thereof to appoint to any position of trust or emolument any person or persons related to him or them or connected with him or them by consanguinity within the fourth degree, or by affinity within the second degree. It shall further be unlawful for any person or any member of any board, bureau or commission of any department of this state, or any political subdivision thereof to enter into any agreement or any promise with other persons or any members of any boards, bureaus or commissions, or employees of any department of this state or any of its political

401.1 Employment of Relatives - continued

subdivision thereof to appoint to any position of trust or emolument any person or persons related to them or connected with them by consanguinity within the fourth degree, or by affinity within the second degree.

401.2 Relations with Board of Regents

All communications from members of the faculties and other persons connected with any of the institutions of the Montana University System shall be presented to the Board through the Commissioner of Higher Education. All communications from persons connected with the other institutions under the jurisdiction of the Board shall be presented through the presidents of the respective institutions. The Board may, at its discretion and in exceptional cases, permit any person connected with any of the state institutions to appear before the Board.

Communications from members of the faculty to the Board of Regents of the Montana University System, and the State Purchasing Agent should be transmitted through the President's Office or the Business Office, and such communications will then be transmitted to the Commissioner of Higher Education for presentation to the proper officer or Board.

401.3 Candidacy for Public Office

There are no restrictions which apply to the faculty member who wishes to seek local office except those relating to the assumption that such activities will not be permitted to interfere with the full discharge of his college duties.

If a faculty or staff member is elected to the State Legislative Assembly, he will take leave of absence without pay during the period the Legislature is in session. During the campaign for nomination and election to such office it is assumed that the candidate will not permit such activities to interfere with the full discharge of his college duties.

When nominated for state or national office (except for the Montana Legislative Assembly), a faculty or staff member will take leave of absence without pay for the duration of the campaign (if necessary, to the end of the term involved). If elected to office, the individual may request further leave of absence without pay, or resign from his college association. If leave of absence without pay is requested, it will be recommended on an annual basis for a total period not to exceed two years. At the end of the two-years period, the faculty or staff member will be expected to return to the college or resign from his college appointment.

401.4 Outside Activities and Employment

The regular duties and functions of a member of the faculty of Western Montana College are diverse. They include teaching, research, writing, administrative and committee work, public service, consulting and other activities which advance the faculty member's professional standing and teaching effectiveness; and it is impossible to state any general rule by which time should be allocated among these duties and functions. Much depends upon the field in which the particular staff member is employed; and much depends upon varying exigencies. It is within this framework that the following statement of policy is made:

> No full-time staff member shall engage in any outside activity or employment, professional or otherwise, which substantially interferes with his regular duties and functions. Any additional activity or employment professional or otherwise, for which the staff member receives personal compensation during the regular appointment must be approved in advance by the President's Office. If such additional activities involve prolonged absence on the part of the staff member from his duties in the institution, the staff member should take a leave of absence without pay for the period of the extra activities. Each individual case shall be considered on its own merits. Except during period of emergency such additional activity and employment should be kept at a minimum for the best interests of the individual and the institution.

401.5 Tutoring

The College defines tutoring to mean giving instruction or assistance in college work, for direct or indirect payment, to any student outside of regularly scheduled class and laboratory periods. This does not refer to extra help sessions that instructors schedule. As a matter of sound professional practice it is understood that no member of the faculty shall accept payment for tutoring any college student assigned to him for a course to which the tutoring applies nor may instructional staff members prepare examination questions for a student or grade the examination paper of any student he has tutored. When it is desirable to recommend that a student seek the assistance of a tutor, he may be referred to the chairman of the department offering the course in which help is needed. The chairman of the department can recommend a qualified tutor.

401.6 Legislative Lobbying

Board of Regents Policy prohibits legislative lobbying by employees. However, this policy does not preclude employees from appearing before committees of the Montana Legislative

401.6 Legislative Lobbying - continued

Assembly when summoned to engage in discussion of subjects on which they are qualified as authorities. In such cases the President should be informed in advance.

401.7 Consultative Services

Faculty members may accept employment as consultants on projects if it is clear that the name of the college is not being exploited for commercial purposes and under terms that are free of any question of professional ethics. All such employment must have prior approval by the individual's immediate superior.

401.8 Gifts to Faculty and Staff

No member of the faculty or staff shall accept a gift of substantial value from a student or students enrolled in the college, nor shall he accept a gift of substantial value from any person having business relations with the college.

401.9 Sales or Solicitations on Campus

An institutional regulation prohibits any faculty member from selling supplies or materials to a member of the student body. A student may sell merchandise or make solicitations on the campus only with the permission of the Dean of Students. No outside agents may make sales or solicitations on the campus except with the permission of the President of Western Montana College or his authorized representative.

401.10 Commencement Addresses by Faculty Members

The following schedule of changes for commencement speeches has been suggested:

1st Class Schools - $60.00
2nd Class Schools - 40.00
3rd Class Schools - 30.00

Fee schedule payment to speakers is as follows:

1. The fee is paid directly the the College.

2. The College will reimburse speaker at extension rate $30.00 an hour (Commencement programs are one hour or one and one-half hours long.)

3. The College will furnish a car or reimburse speaker at current rate for state cars.

4. The College will pay per diem.

401.11 News Releases and Statements

Any staff member speaking or writing on controversial subjects in which opinions are expressed should preface his remarks by statements making clear that such are his own personal views and not necessarily those of Western Montana College. Any statements designed to represent the official position of the College should come from the President's Office or first be cleared with that office.

401.12 Continuing Education

Courses offered as extension courses are intended primarily for individuals other than regular college students and are not included in the time schedule of classes for the quarter. Extension courses are offered off campus during the day or evening for extension credit only.

1. Fees. Fees will be charged each student at a rate of $16.00 per credit hour whether enrolled for credit or non-credit.

2. Transportation. State-owned cars will be used whenever possible by faculty members.

3. Class Size. Minimum class size will be 15, except if fewer than 15 desire a class it may be organized by pro-rating the difference of fees between actual size and minimum required or by special permission from the Business Office.

4. Organization of Classes. All requests for extension classes will be referred to the Director of Continuing Education who is responsible for the organization of all extension classes.

5. Faculty. The Director of Continuing Education will secure written permission from the chairman of the department in which any course is requested and from the Academic Dean before assigning any staff member to an extension course or before organizing a course to be offered by extension.

6. Restricted Courses. No laboratory course may be taught off campus.

7. Class Meetings. The number and length of meetings for credit (or non-credit) extension courses are as follows:

   Two-credit extension courses meet once a week for 12 meetings of two hours.

   Three-credit extension courses meet once a week for 12 meetings of three hours.

   In no instance will any extension course be accepted as completed in less than 10 weeks. The organizational

401.12 Continuing Education

1. Fees. Fees will be charged each student at a rate of $21.00 per credit hour whether enrolled for credit or non-credit.

401.12 Continuing Education - continued

meeting may be counted as the first official meeting of the class; however, if more than one organizational meeting is held, only one such meeting may be counted as an offical meeting.

If circumstances should prevent the class from meeting on some occasions, extra meetings will be scheduled at the convenience of the class and the instructor. Changes in schedules of meetings are subject to approval by the Director of Continuing Education.

8. Eligibility of Students. All students seeking to enroll in extension classes for college credit must be eligible to enter under current college regulations. Students seeking to enroll in courses requiring prerequisites or upper division standing must have satisfied those requirements before they may enroll in such courses. The instructor is responsible for checking these requirements, subject to review of the Registrar. Adult students not eligible for regular admission to Western Montana College may register for zero credits.

9. Regular Students. Regularly enrolled students may register in extension classes for credit, provided: (1) the student's adviser approves such registration; (2) the course is not offered as a regular resident course during the quarter; (3) the addition of the course is subject to normal overload regulations.

10. Courses Per Quarter. No instructor may teach more than one extension course per quarter.

11. Registration. Registration must be completed and fees paid before the third meeting of the class.

12. Refunds. There will be no refund of fees after the class is organized.

402. Leaves

402.1 Absences from Campus

a. A faculty member who expects to be absent from the campus on College business files his request for such absence on the yellow travel request form with the President's Office, after securing the approval of the department chairman if applicable.

b. Where brief absences due to illness or personal emergencies are involved, the faculty member reports to and makes arrangements for such absences with the

402.1 Absences from Campus - continued

department head and the Academic Dean. When longer term absences due to illness necessitate special arrangements, the Academic Dean and the President will handle such arrangements on an informal basis. It is assumed that the Academic Dean will keep a file of each staff member's absences so that if a question arises, he can furnish the necessary information about this absence and if necessary, can provide periodic summaries of such absences.

402.2 Extended Leave Without Pay

The State Board of Regents' Policy provides:

"THAT, all faculty, clerical and other employees of the units of the Montana University System granted a leave of absence should be limited to one year's leave (or fifteen months if two consecutive summer quarters are included). Faculty, clerical and other employees granted such leave should be required to sign an agreement either to resign from the institution or return from that leave to active duty upon termination of the specified twelve or fifteen months' period, unless the leave is extended by action of the Board of Regents."

402.3 Holiday Leave

No formal requests for leave of absence during periods when school is not in session are required of members of the teaching staff after grades have been turned in at the end of the quarter. Out-of-town addresses should be filed with the President's Office so that staff members may be reached in case of emergency.

402.4 Eighth Quarter Leave

In general, the Montana 12-month eighth-quarter-contract is being phased out, and no new employees are being offered this contract. The regulations below apply only to persons who are still on the 12-month eighth-quarter-leave contract. An employee on this contract may apply for one out of every eight quarters out of residence with full pay.

In case a staff member desires a quarter "out of residence" he must submit a particularly worthy plan which indicates that the activities for the period will contribute to the professional improvement of the staff member and to the welfare of the institution and the State of Montana, and he must also give in writing an

402.4 Eighth Quarter Leave - continued

assurance of return to active service in the institution at the end of the leave period. In case he does not return, the staff member shall refund the money paid him as salary during the leave of absence. Quarter "out of residence" may be cumulative not to exceed two quarter periods "out of residence" provided he submits a suitable plan for the use of the period and gives assurance in writing of return to active service at the end of the period.

Satisfactory programs or projects for use of "out of residence" periods include research, travel or visits to other institutions or areas of particular value in improving the staff member's competence; related work in other institutions or private or business organizations; or other activities which the Academic Dean and the President, with the approval of the Board of Regents, agree will improve the staff member professionally or which directly or indirectly benefit the institution or the State.

Quarters "out of residence" are considered only at quarterly meetings of the Board of Regents (April, July, September and December).

For all teaching faculty members the dates of eighth quarter leave shall be from the opening date of the quarter taken as leave to the first day of registration of the next quarter. Faculty members without teaching responsibilities may take eighth quarter leave at irregular periods, but the leave under no circumstances shall exceed three calendar months. Eighth quarter leaves are subject to the convenience of the department concerned.

402.5 Sabbatical and Educational Leaves

The Board of Regents of the Montana University System has approved the following policy:

Item 204-001. Leave Policy, Montana University System

It shall be the policy of the Board of Regents of the Montana University System, to establish provisions for "Faculty Sabbatical Leave", Administrative Personnel Leave", "Supervisory Personnel Leave", "Educational Leave", and "Leave of Absence" for Montana. No leave herein mentioned shall be deemed earned leave time, or become a vested right or interest, nor shall this leave policy be, or become and implied provision of any contract; and the right shall remain vested in the Board of Regents to amend, alter, rescind or abolish said leave policy at any time.

402.5 Sabbatical and Educational Leaves - continued

Internal unit procedures for implementing this policy shall be developed and approved by the Council of Presidents and shall generally be consistent throughout the Montana University System. This procedure shall be reported to the Board of Regents of the Montana University System, and the report will be filed and kept as a current report in the Office of the Commissioner of Higher Education of the Montana University System.

I. Faculty Sabbatical Leave - Any member of the academic faculty within the University System whose service totals seven (7) or more years shall be considered eligible to apply for sabbatical leave. The granting of such leaves shall be guided by criteria listed in the appropriate section under "Rules and Definitions".

II. Administrative Personnel Leave - Presidents of Montana University Units, Vice Presidents, Dean, Directors of Schools, Chairmen of Departments, and other academic administrative personnel, may be eligible to apply for "Administrative Personnel Leave". Consideration for such leave shall be based on the criteria listed in the appropriate sections under "Rules and Definitions".

III. Supervisory Personnel Leave - Supervisory personnel in positions not directly related to academic administration may be eligible to apply for "Supervisory Personnel Leave". Consideration for such leave shall be based on criteria listed in the appropriate sections under "Rules and Definitions".

IV. Educational Leave - Faculty members not in possession of terminal degrees or terminal qualifications may be eligible for "Educational Leave". Consideration for such leave shall be based on criteria listed in appropriate sections under "Rules and Definitions".

V. Leave of Absence - Faculty, administrators, and supervisory personnel may be eligible to apply for "Leave of Absence" without pay. Consideration for such leaves shall be based on criteria listed in the appropriate sections under "Rules and Definitions".

RULES AND DEFINITIONS:

1. All applications for leave shall be submitted to the Presidents of individual university units of the Montana University System, or, if applicable, the Board of Regents of the Montana University System, allowing sufficient time for evaluation and approval prior to the beginning of the leave.

2. All leaves shall be subject to budget limitations may exist at any university unit at any time.

3. Personnel under twelve-month, eighth-quarter contract leave policies shall not be eligible to apply for leave described in Sections I through IV.

4. Faculty Sabbatical Leave - Criteria for Eligibility

A. Faculty members may apply to their respective unit administrators for "Sabbatical Leave". In granting Sabbatical Leave, university units will be guided by the applicants':

A-1. Service which is primarily teaching or research
A-2. Academic rank
A-3. Total length of service in the Montana University System
A-4. The type and quality of the proposed program

B. Satisfactory programs or projects for sabbatical periods include research, travel, related work in other institutions or private or business organizations; or other activities which the president of the unit, with the concurrence of the Board of Regents agree will improve the staff member professionally, or which directly or indirectly benefit the institution and the State.

C. All sabbatical leaves shall be for a period of not less than two academic year quarters or more than an academic year. The salary paid during a leave shall not exceed two thirds of the academic year contract amount established for the individual at the time the leave is approved. Payments during the period of leave shall be received in equal monthly installments.

D. Recipients of sabbatical leaves from any unit of the Montana University System may avail themselves of fellowships, assistantships or other sources of limited income, however this policy shall not permit full-time employment for any person while on sabbatical leave and receiving payments from the Montana University System.

E. Any faculty member receiving a sabbatical leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

402.5 Sabbatical and Educational Leaves - continued

5. Administrative Personnel Leave

A. All leaves for presidents of Montana University units, vice presidents, deans, directors of schools, chairmen of departments and other academic administrative personnel, and conditions for such leave must be approved by the Board of Regents of the Montana University System.

B. Requests for such leaves must show value to the respective unit of the University System and cause no impairment of University Unit program because of the applicant's absence.

C. Satisfactory programs or projects for presidents, vice presidents, deans, directors of schools, chairmen of departments, and other academic administrative personnel, include study, research, travel, related work in other institutions or private or business organizations or other activities which the president of the unit and the Board agree will improve the staff member professionally or which directly or indirectly benefit the institution and the State.

D. Any faculty member receiving an administrative leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

6. Supervisory Personnel Leave

A. Requests for supervisory personnel leave must be made to and approved by the president of the university unit at which the applicant is employed.

B. Requests for such leave must show value to the university unit or system and cause no impairment of university program because of the applicant's absence.

C. All leaves for supervisory personnel must receive prior approval from the Board of Regents of the Montana University System if such leave will exceed a three-month period.

D. Anyone receiving a supervisory leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

7. Educational Leave

A. Any member of the academic faculty of the Montana University System shall be considered eligible

to apply for educational leave to their respective unit administrators.

B. In considering applications, administrators of individual units of the Montana University System will be guided by the following criteria:

B-1. Service which is primarily research or educational
B-2. Possession of academic rank of instructor or higher
B-3. Adequate assurance that the requirements for a terminal degree or terminal qualifications may be completed during the period of the leave.

C. Any faculty member receiving an educational leave will be expected to return to his university unit for at least one academic year or to repay money received from the university unit while on leave.

8. Leaves of Absence

A. Requests for leaves of absence without pay shall be made to the president of the Montana University unit at which the applicant is employed.

B. Requests for presidents or vice presidents must be approved by the Board of Regents of the Montana University System.

C. After two years of continuous service, other members of the faculty, administration or supervisory staff may be granted a leave of absence without pay by the president of the Montana University unit. All leaves without pay shall be reported to the Board of Regents.

D. Satisfactory programs or projects shall include research, education, travel or related work in other institutions, or private or business organizations, or other activities which the president of the university or if applicable, the Board of Regents of the Montana University System, agree will improve the staff member professionally or will directly or indirectly benefit the institution or the State.

E. The time period for this leave shall not exceed two years.

403. Benefits and Privileges

403.1 Retirement Plan

Membership in the State of Montana Teacher's Retirement System is considered a condition of employment for any member of the administrative or instructional staff of the units of the Montana University System, except for persons employed for a period of less than 30 days.

a. Contribution

Five percent of each staff member's salary is withheld and paid into the retirement fund. An additional $1 is deducted each fall to pay an annual membership fee. Each University unit pays 5.125% of each member's salary to the pension fund. The employer's contribution is not identified as belonging to any person or for any person's benefit.

b. Refund

Individuals who leave the College permanently may apply for a refund of their deposits. Individuals whose membership commenced prior to July 1, 1945, will receive as a refund 3.4 of the accumulated interest together with their deposits. All others will receive a refund of their deposits only.

For further information write to: Montana Teachers Retirement System, Lundy Center, 300-500 Euclid Avenue, Helena, Montana 59601.

403.2 Social Security

The 1955 Legislature made it possible for faculty and staff of the Montana University System to have supplemental Social Security coverage. Currently 5.2% of the monthly salary up to a maximum of $9000 is deducted from salary warrants for Social Security Benefits. January 1, 1973, Social Security will increase to 5.5% to a maximum of $10,800 for Social Security Benefits.

403.3 Tax-Sheltered Annuity Program

In May, 1963, the Board of Regents of the Montana University System authorized all units to participate in a tax-sheltered annuity program on behalf of all employees. Briefly stated, under federal tax laws and recent amendments an employee of certain educational institutions may voluntarily authorize deductions from salary to be used by the institution to purchase an

403. Benefits and Privileges

403.1 Retirement Plan

a. Contribution

6 1/8 percent of each staff member's salary is withheld and paid into the retirement fund. Each University unit pays 6.25% of each member's salary to the pension fund. The employer's contribution is not identified as belonging to any person or for any person's benefit.

403.2 Social Security

The 1955 Legislature made it possible for faculty and staff of the Montana University System to have supplemental Social Security coverage. Currently .0585% of the monthly salary up to a maximum of $14,000 is deducted from salary warrants for Social Security Benefits.

403.3 Tax-Sheltered Annuity Program - continued

annuity for retirement benefits. The amount deducted, subject to limitations, is not subject to income tax in the tax year deducted, but the proceeds will be taxable as income when the benefits are paid the employee on his retirement--at a time when his income is less and thus at a reduced income tax obligation. The employee's annual W-2 form used for tax purposes will reflect only the net salary received in the tax year, after deducting the amount paid for the annuity during the year.

a. Eligibility

All employees of the University of Montana System, except student employees on a part-time payroll, are eligible to participate. The employee must agree to take deductions from future salary. The Business Office will make the deductions prescribed and make payment to the organization or company involved in the employee's annuity contract.

b. Deductions

The employee must specify a given amount to be deducted from salary each month for the entire fiscal year (July to July). The employee can specify prior to the beginning of the year the sum he desires deducted each month for the coming year. Thus the amount may not vary from month to month but can vary from year to year. Employees may commence the program at the start of the fiscal year or at the start of the academic year contract.

c. State Income Tax

The tax-sheltered feature applies to Montana state income tax since in the preparation of such returns, the taxable income for the Federal return is basically used. The net income, after deducting the annuity contributions, would also be used in the preparation of the annual state income tax returns.

Further information concerning the Tax-Sheltered Annuity Program can be obtained from the Business Office.

403.4 Medical Expenses Plan

All employees and staff of Western Montana College are eligible to join the comprehensive group insurance plan currently underwritten by the Equitable Life Assurance Society of the United States. The plan offers group life insurance and accidental death and

403.4 Medical Expenses Plan - continued

dismemberment insurance for the employee, and a comprehensive and liberal hospital, surgical, medical and major medical insurance for the employee and his dependents.

New employees must make application for the insurance within 30 days from the first day of their employment. Payment for this group insurance is made by a payroll deduction monthly with the employer (WMC) contributing $10.00 each month.

403.5 SAGA Food Service

Any member of the staff may avail himself of SAGA Food Service facilities, either by purchase of a regular meal ticket for the quarter, or by payment of SAGA for the individual meals. If it becomes necessary to have service for a visiting delegation, clearance must be obtained through the Business Office and arrangements made with SAGA to provide the service. The staff member will then sign for the number of persons fed and the Business Office will be billed by SAGA.

403.6 Faculty Enrollment in Academic Courses

Regular full-time employees, academic and non-academic, may enroll for academic courses at Western. Employees desiring to register for more than five credits a quarter should prepare a written request, indicating the courses and the credit, and have such request approved by the department head and the Academic Dean. The Academic Dean will forward a copy of the approved request to the President for final approval.

Employees are exempt from the payment of non-resident fees, except when existing Board agreements necessitate collection of non-resident building fees. Payment of incidental fees is also waived for employees.

403.7 Credit Union

Membership in the Dillon Federal Credit Union is open to employees of Western Montana College and members of their immediate families. The membership fee is 25¢ and a deposit of $5.00 is required to establish a share-savings account. The members own and control the Credit Union. At an annual meeting they elect the Board of Directors and the Credit Committee. The Board governs the Credit Union between membership meetings and the Credit Committee reviews and approves loans. The Credit Union, chartered by the Federal Government, is inspected annually by the Bureau of Federal Credit Unions and is audited quarterly by the Supervisory Committee appointed

403.7 Credit Union - continued

by the Board. With the exception of the Treasurer and office employees, all officers, directors, and committeemen serve without pay. Loan protection insurance and life savings insurance is available through the Credit Union. Details concerning the Credit Union may be obtained through the office located in the Hazelbaker Building in downtown Dillon.

403.8 Courtesy Fund

Faculty members have established a Courtesy Fund out of which are purchased flowers or memorials in cases of bereavement, hospitalization, or other situations where a faculty contribution would be appropriate. An assessment is paid to the Business Manager who serves as treasurer of the fund. The fee is collected as needed.

V. ACADEMIC REGULATIONS

501. Records

The Registrar is responsible for the care of student records, quarterly grades, evaluation of transfer credits, fee waiver scholarships, changes of name or curriculum, etc., must be recorded on each student's permanent record sheet which is on file in the Registrar's Office.

The permanent records and grades of students are considered the property of the student. The records are not available, as a general rule, to anyone except the student himself. Committees or organizations needing specific information concerning a student's scholastic record for scholarships, honoraries, etc., may request the Registrar to secure the necessary information from the student's records.

502. Student Attendance

502.1 Permits to Attend Class

Faculty members should check carefully the PERMITS TO ATTEND CLASS that are presented to them by students at the beginning of the quarter to make certain that the students are in fact registering properly for the particular course and section to which they are reporting. Students should not be allowed to report to a class without the proper PERMITS TO ATTEND CLASS. Instructors should ask for these and insist that they get them before the students report to class a second time.

The instructor should inform the students of the course prerequisites and check to insure that they have the necessary number of credits to take the course (see General Catalog, pg.36).

502.2 Absences

All instructors must notify the Registrar when a student has been absent for one week. Each instructor has an obligation to notify his class during the first week of each quarter of the above policy and about any other regulations regarding class attendance which the instructor may impose.

Excuses for non-attendance at classes are not issued by any department of the college. Individual faculty members have both the freedom and the responsibility of evaluating class attendance by students. Upon request, the Office of the Dean of Students will assist faculty members in investigating reasons for non-attendance.

502.3 Sick List

Student names are placed upon the "Sick List" under two circumstances:

a. When the student has been advised to remain out of class for reasons of health.

b. When the student has been hospitalized.

502.4 Withdrawal from Class

Withdrawal from a course is permitted during the first half of the quarter with the consent of the adviser and the instructor concerned. A "W" is assigned. After mid-quarter a grade of "F" or "P" is assigned by the instructor for dropping a class. Withdrawals must be on drop-add cards obtained at the Registrar's Office, completed and turned in to the Registrar. Withdrawals are not effective until received by the Registrar's Office.

502.5 Withdrawal from College

Students who withdraw from the College during a quarter are required to fill out withdrawal forms in the Registrar's Office. If this is not done the student will receive "F" grades.

503. Office Hours

503.1 Administrative, Business and Service Offices

Administration, Business and Service Offices are open from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday. In general, these hours apply to business and secretarial employees and those having definite administrative responsibilities. Other employees such as engineers and custodians are not included because their duties require different hours which are arranged by the supervisor concerned. Similarly, the library staff and dormitory staff have separate schedules.

503.1 Administrative, Business and Service Offices - continued

The purpose of uniform administrative and business hours is to facilitate the conduct of college business and to accommodate students, visitors, and business callers. Any request for observation of different hours should be made in writing to the President. Special summer session hours are as announced.

503.2 Faculty Office Hours

It is recognized that it is undesirable, if not impossible to attempt to standardize faculty office hours because of the variety of schedules, duties and responsibilities confronting teachers. Nevertheless, all faculty members should observe reasonable and regular hours on the campus in their offices, classrooms, laboratories and the library. Each faculty member should post a notice on his office door indicating his regular office hours.

It must be clearly understood that students deserve consideration in conferring with advisers and instructors, and that faculty require and are entitled to uninterrupted periods for study, preparation and paper grading.

504. Faculty Load

All members of the faculty who teach classes are expected to carry some service load besides teaching, such as serving on committees. For a full-time teaching faculty member without administrative duties, the average and normal teaching load is considered to be 14-16 class credit hours per week.

505. Assignment of Classrooms

It is the Registrar's responsibility to assign classrooms on the campus for day or evening sessions. It is important for each faculty member to understand this regulation in order to avoid a classroom assignment conflict. No classroom is assigned exclusively for the use of an individual or a department. Requests for additional chairs to be moved into classrooms must be directed to the Registrar. Chairs may not be moved from one classroom to another. All requests for changes must go through the Registrar's Office. The Physical Plant personnel will make the necessary adjustments of chairs.

505.1 Scheduled Class Meetings

Classes shall be taught where scheduled and when scheduled. Any other arrangements must be cleared through the Registrar and the Academic Dean.

506. Changes of Courses

The Registrar keeps a master record of course numbers which have been used in the past, assigns numbers to new courses which

506. Changes of Courses - continued

departments wish to offer, and makes necessary changes in course numbers. Only those courses tabulated or listed in the current institutional biennial catalog may be offered by a department. New courses and changes of courses are originated in the department and must be approved by the Curriculum Committee and the General Faculty before they can be offered.

Changes or revisions of departmental or college titles and new curricula must be approved by the Board of Regents of the Montana University System, before they become effective. The Board of Regents of the Montana University System, must also approve degrees which may be offered at Western Montana College.

Options in established curricula may be added through the regular approving agencies for new courses and may become effective without approval from the Board of Regents of the Montana University System.

507. Cancellation of Courses

A scheduled course may be cancelled for lack of sufficient enrollment up to ten calendar days after the first day of instruction. Lower division courses enrolling fewer than ten students may be closed by the department and the Academic Dean. Upper Division courses enrolling fewer than five students may be closed by the department and the Academic Dean.

508. Grade Reports

508.1 Grading Policy

Inasmuch as education is a continuing process, it should be recognized that the grade represents a subjective judgement of a student's performance and his ability to advance beyond his present status. In essence, actual grading is the prerogative and responsibility of the instructor.

In order to implement this philosophy, the following procedural standards are stressed:

1. An atmosphere should be maintained in which an instructor feels free to exercise his own judgement in the assignment of grades.

2. Even though grading is basically subjective the instructor should collect and preserve as much objective information as possible relative to the progress of the students in his class. He should be willing to discuss with any student the basis upon which the grade was assigned to that student.

3. Since grading policy cannot be extended beyond departmental level due to the intrinsic disciplinary

508.1 Grading Policy - continued

differences, all questions of grading policy should be referred to the department concerned.

4. Departmental staff concerned with multi-sectioned courses must accept the responsibility of establishing relatively uniform course content and grading standards.

5. In those instances where an instructor may be called upon to defend his grading practices, he may request a hearing.

508.2 Final Grade Reporting

Faculty members are responsible for cooperating with the Registrar in all procedures for reporting final grades each quarter. Grade cards and permanent class record sheets are provided to instructors by the Registrar at the end of the quarter. Grades are due in the Registrar's Office no later than Saturday noon or as indicated in the College catalog.

A final grade takes into account all work throughout the quarter. Class attendance is also reported with final grades.

Grades must be reported on both grade cards and on the permanent class record sheets and every effort should be made to check that grades on both coincide.

Permanent class record sheets must be filled out in ink or typed, and signed by the instructor. Instructors must account for all the names on the lists provided to them. The lists will have "W" or "Audit" typed on them in cases of legitimate drops or withdrawal and for those who have audited the course.

508.3 Changing Grades

A grade which has been turned in to the Registrar's Office may not be changed except in case of clerical error. Any change in grade must be submitted to the Registrar with details concerning the reason for the change.

508.4 Incomplete Grades

An incomplete grade may be given if all of the work in a course has not been completed by the end of the regular quarter provided sufficient reason exists. Students who have been unavoidably away from the College due to sickness or family reasons, making it impossible to complete the course work, may be certified by the Registrar as eligible to receive the grade of "I". The instructor may give an "I" grade to an eligible student provided the student has completed three-fourths of the work of the course with a grade of "C" or better. Absence solely due to College activities such as athletics or debating

508.4 Incomplete Grades - continued

shall not make a student eligible for an "I" grade.

An "I" grade shall be made up by mid-quarter of the next quarter the student is in attendance unless the instructor requests, in writing to the Registrar, permission to extend this time. Incompletes not made up in the prescribed length of time will automatically become failing grades. The student must present a receipt from the Business Office showing payment of required fees before the incomplete may be removed by the instructor or the Registrar. A fee is charged for the make-up of each incomplete.

509. Examinations

509.1 Final Examinations

Final examinations are conducted in all courses at the end of the quarter unless the nature of the course requires a change in procedure. It is the policy of the College to consider the examination period as instructional time, and it is expected that some instructional use of this period will be made if a final examination is not given. All final examinations must be graded.

Examination papers shall be held until the end of the quarter for inspection by students or returned to the students at the discretion of the instructor.

509.2 Early Examinations

Examinations offered on days other than those specifically assigned and approved by the Registrar for that course are not authorized. When a final examination is given it must be given at the time shown on the examination schedule unless the instructor has made prior arrangements with the Dean of Academic Affairs and the Registrar to give the examination at other than the scheduled time and has announced such an arrangement to the class before the end of the last class period.

No student may receive permission for a make-up final examination or an early final examination unless:

1. The student is eligible to receive an "I" grade in the course. (Catalog, page 37).

2. The student has received prior approval from the Dean of Academic Affairs for absence due to participation in college sponsored activities.

3. Death or illness in the immediate family, family emergency or military order requires a student to be absent at the scheduled time or if the student has the equivalent of

509.2 Early Examinations - continued

more than two (2) five-credit exams scheduled for any one day. (See Handbook 509.3)

The following circumstances WILL NOT make a student eligible to make an "I" grade and are not considered as valid reasons for granting special examination privileges:

1. Absence due to participation in College activities without prior approval of the Dean of Academic Affairs.

2. Travel or vacation plans which require leaving the campus early at the end of the quarter.

3. Attendance or participation in a wedding.

4. Conflicts of the student's own making.

5. Failure to report at the scheduled time for the examination.

Permission forms to take early exams may be obtained from the Registrar's Office and must be signed first by the instructor concerned and then by the Dean of Students and the Registrar.

509.3 Examination Conflicts

Students may take special examinations in case of schedule difficulties such as conflicts or four examinations in one day. Usually these difficulties are caused by combining sections for examinations in which case it is the responsibility of the instructor who caused the conflict or difficulty to give the special examination. A student who finds that he has three final examinations in a row in a single day or four final examinations in one day may report to the Dean of Students to make arrangements for re-scheduling.

509.4 Registration Regulations and Instructions

The registration regulations and instructions for students and faculty are printed with the Schedule of Classes. Registration days are considered regular days of a quarter. Staff members may be assigned registration duties for their department, or they may be requested to assist the Registrar and the Business Manager in the various phases of the registration procedure.

VI. FACILITIES AND SERVICES

601. Assignment of Space

Final authority for assignment of all space owned, operated, or otherwise controlled by Western Montana College is assigned to the President's Office. No department, or operating entity, should assume

601. Assignment of Space - continued

that it has exclusive authority over any area of space without proper clearance from the President's Office.

The Registrar has been assigned the responsibility for the scheduling of classes. No class may be held in a room other than that scheduled by the Registrar without his approval. (See 505. of this Handbook.)

602. Use of College Facilities

602.1 General Provisions

Western Montana College's policy on the use of College facilities is based on the regulation passed by the Board of Regents as follows: "THAT, the presidents of the several units be authorized to grant the use of buildings of the Montana University System for purposes other than University activities only on condition that no interference with the work of the institution is involved and that the institution is put to no additional expense thereby."

College facilities for group meetings are provided for student organizations, faculty organizations, the Alumni Association and subsidiary groups, conferences or institutes held under the auspices of the College, professional organizations invited to meet at the College by the President or with his approval. No charge is made unless extraordinary expense is entailed in providing meeting space.

When programs are open to the public, College facilities may be used without charge only when the programs are under the auspices of the Assembly Committee. All other programs and meetings are subject to charge for meeting space. The College will require a rental fee if admission is charged unless special arrangements or rates are open to Western students. It is understood that meeting space cannot be provided if it will in any way interfere with normal College activities. If the person scheduling the space is in doubt, he should call the Office of the President.

Under the policy mentioned above, student political groups may obtain rooms for their meetings in College buildings without charge if such student meetings are not open to the public. When meetings are open to the public, such meetings may be subject to rental charge.

602.2 Keys to Buildings

Keys to campus buildings and rooms may be secured, when needed, from the Superintendent of Buildings and Grounds upon the receipt of properly executed requisition. Keys will be issued when the requisition is properly signed by the department head. Keys will be issued only to the person using them.

602.2 Keys to Buildings - continued

All keys must be returned to the President's Office or to the Superintendent of Buildings and Grounds by faculty members when they resign or are absent from the campus on leave for more than two months. All keys are number coded to prevent easy identification, and are stamped "Do not duplicate". All lost keys when found should be returned to the Superintendent of Buildings and Grounds for identification. Faculty members and others authorized to have keys will, under no circumstances, lend them to any person who is not authorized to have keys. Under no circumstances will these keys be duplicated by anyone other than the Superintendent of Buildings and Grounds.

It is the responsibility of the department head to see to it that all keys issued to an individual staff member are returned to the Superintendent's Office when the staff or faculty member resigns or leaves the campus for more than two months.

603. Campus Security

The final responsibility for all State property on the campus rests with the Superintendent of Buildings and Grounds. The Campus Security Officer controls all phases of traffic and property protection. All reports of theft or malicious property damage are to be reported directly to the Superintendent of Buildings and Grounds or the Campus Security Officer.

603.1 Security Policy

Ordinarily, events occuring on the campus which involve students or staff are, and should be, treated by staff personnel within the established framework of College organization and policy. In the ordinary course of events, facts relating to questionable circumstances or actions should be reported, through appropriate channels, to the College officer principally concerned. Occasionally, events may occur in which danger to life or property is so great that outside security forces (such as city police) must be immediately called in. The welfare of the College as well as individuals concerned requires that such resort to external forces be limited to situations in which a condition of emergency exists.

Recognizing that emergency conditions may require extraordinary action not provided for in the established policy, and in accord with the philosophy expressed in the above paragraph, the following statements of College policy are in effect:

a. No College staff member or employee is authorized to contact or call in off-campus security forces (such as city police) except upon authorization of the President, Superintendent of Buildings and Grounds,

603.1 Security Policy - continued

or, in cases where students appear to be involved, the Dean of Students.

b. Papers or materials of any kind shall not be removed from academic or administrative offices and related spaces, except as authorized by the person or persons having custody of such materials.

c. Academic or administrative offices, laboratories, and analogous spaces shall not be entered for purposes of search.

d. These policies do not preclude routine activities of staff, including janitorial and security personnel, which take place within the established framework of College policy and procedure.

The Superintendent of Buildings and Grounds or his delegated representatives have absolute authority in the security of College property. They have authority to question individuals concerning their presence on College property, they are expected to question individuals present on College property after hours, and they have authority to remove unauthorized individuals from buildings and College property.

604. Remodeling Within Buildings

Changes in the structure or construction of buildings, such as removal or addition of partitions or of built-in features, or the modification of electric wiring, plumbing, fenestration, or painting are prohibited unless approved by the Superintendent of Buildings and Grounds and authorized by the Business Manager.

605. Smoking Regulations

To protect lives and property, rules regarding smoking have been established. Smoking is not permitted in classrooms, laboratories, or the auditorium. Signs indicate where smoking is not allowed. Staff members have a responsibility to set an example by observing no-smoking regulations and by using urns for proper disposal in areas where smoking is allowed.

606. Motor Vehicle Regulations - Faculty and Staff

A. Objectives of Traffic Regulations

(1) To facilitate the work of the College by providing needed parking space.
(2) To protect pedestrian traffic.
(3) To assure access at all times for ambulances, fire-fighting apparatus, etc.
(4) To minimize traffic disturbance.

606. Motor Vehicle Regulations - Faculty and Staff

B. State Regulations

Montana State law requires that a driver's license for all persons operating vehicles in the State of Montana must be obtained within 90 days from the date of entry to the state.

An $8.00 fee is charged for a license which expires four years from the past birth date. Application may be made at the County Treasurer's Office in the Courthouse. The examination station, also in the Courthouse, is open Thursdays from 8:00 a.m. to 5:00 p.m.

State law also requires display of Montana plates on automobiles immediately when the owner is gainfully employed by the state. Application is made at the County Assessor's Office in the Courthouse and payment is made to the County Treasurer, also in the Courthouse. Applicants must present the registration certificate for the automobile.

Speed regulations in the state usually are posted. On most highways, 55 m.p.h. is the enforced limit at night. On interstate highways, the night limit is 65 m.p.h. During the day, unless otherwise posted, the speed should be "reasonable and proper for existing condition."

C. Campus Regulations

Authorization - The Board of Regents of the Montana University System, has authorized Western Montana College to impose fines for traffic and parking violations and to adopt rules for the control, regulation, or prohibition of student cars in whole or in part. (Item 165-007, March 17, 1958.)

Registration - Any student who has the use of a motor vehicle while attending Western Montana College must register it on a form provided by the office of the Registrar within five days after the opening of each quarter or after the acquisition of the vehicle. Such a student must register a motor vehicle owned by himself, his spouse, his parents or his guardian. Failure to register any vehicle as provided above will result in a fine payable at the Business Office.

Driving Regulations - Drivers are expected to operate their cars in a manner and at speeds conducive to maximum safety. The maximum speed permitted on the campus is 15 miles per hour.

Parking Regulations - Residence hall students are restricted to residence hall parking areas from 8:00 a.m. until 3:00 p.m. on days school is in session.

606. Motor Vehicle Regulations - continued

Parked cars must not obstruct any service driveway--any building entrance--any removable barrier--any car correctly parked--and in any manner which obstructs the free flow of traffic. "No Parking" signs must be observed.

In a lined parking area vehicles must be parked within the lanes provided and must not occupy more than one such lane. Vehicles must not be driven or parked on any lawns.

No specific parking areas are reserved for individuals, except in cases of extreme disability.

Enforcement - General responsibility for enforcement of all traffic and parking regulations on the campus rests with the Superintendent of Buildings and Grounds and the Campus Security Officer. By statute the president of each unit may in his discretion enter into an agreement with the city or county in which his unit is located to authorize members of the unit's security department to issue citations for parking or moving traffic violations as defined by state or municipal laws which occur within the boundaries of the campus or on streets or alleys contiguous thereto. All such citations shall be considered within the jurisdiction of the appropriate local authority, and shall be handled in the same manner as citations issued by peace officers of such local authority. Serious traffic violations may be referred to the Montana Highway Patrol for prosecution.

The regents may authorize the president of each unit to:

(a) Assess fees not to exceed ten dollars ($10) per quarter for parking on campus.

(b) Assess fines for violations of motor vehicle or parking regulations of each unit in an amount not to exceed one dollar ($1) per offense; the use of parking meters shall not be authorized unless installed prior to June 1, 1971.

(c) The proceeds from fines and fees collected shall be remitted to the unit at which collections are made to be used for appropriate maintenance and construction of parking facilities and for traffic control.

(d) Order the removal of vehicles parked in violation of motor vehicle regulations of each unit at the expense of the violator.

(e) Establish a system of appeals at each unit concerning parking violations.

(f) Withhold the amount of any parking fine from any amount

606. Motor Vehicle Regulations - continued

owing any student, employee or faculty member, subject to the concurrence of the state auditor under the provisions of section 79-101.

Fines - Penalties for violation of campus parking regulations will be as follows:

First violation	$1.00
Second violation	2.00
Third violation	3.00
Fourth violation	5.00
More than four	5.00 plus other discipline

607. Use of Telephones

Western Montana College is NOT on a "hot line" circuit. Therefore, a record of all long distance calls must be kept on forms supplied by the Business Office and these forms must be turned in to the Business Office by the 10th of each month. All long distance calls are charged against the budget of the department concerned.

Long distance calls of a personal nature must under no circumstances be charged to a college number or credit card. Violations may result in withdrawal or private phone privileges or termination of employment.

608. Accident Reports

Industrial Accident Insurance is carried on all its employees, including student employees, by Western Montana College. Injuries arising out of and in the course of employment should be reported promptly to the Business Office. The physician should be told that the accident is covered by Industrial Accident Insurance since he will be required to furnish a report.

Forms to be completed by the injured employee and his supervisor may be secured from the Business Office. These forms are to be completed and returned to the Business Office as soon as possible after the accident.

609. Building Maintenance

The Superintendent of Buildings and Grounds is in general charge of all buildings.

609.1 Custodial Staff

Students are employed on a part-time basis to do janitorial work in most of the College buildings. They are under the supervision of, and responsible to, the building Custodians.

Custodial employees are responsible for the cleanliness and satisfactory condition of the buildings. They are also

609. Building Maintenance - Continued

609.1 Custodial Staff

responsible for locking the buildings at 5:00 p.m. or at such time as they are directed by the Superintendent of Buildings and grounds. If, however, a member of the faculty is using his office, classroom, or laboratory after hours it is the faculty member's responsibility to see that windows and doors are locked. It is obviously unfair to insist that custodial employees come back for the specific purpose of locking an office, classroom or outside door at such time as the faculty member may complete his work.

Custodial employees are definitely prohibited from admitting anyone into the building or portions thereof after the time for locking doors. Any individual having reason to be in any portion of the building or buildings will have his own keys for that purpose.

If faculty members are not satisfied with the janitorial service, they should report this to the building Custodian. It is not the prerogative of the instructor personally to give instructions to the student janitors.

609.2 Classroom and Office Maintenance

Repairs - The faculty member is responsible for reporting damage to fixtures or equipment or to rooms in which his department is housed to his department head. If repairs are needed requests should be submitted through the department offices. Final reports are made to the President's Office. This is necessary in order that steps may be taken to have repairs made either by the personnel of the physical plant or by other skilled labor employed for that purpose.

Transfer of Furniture and Equipment - When items of equipment such as apparatus or furniture are to be transferred or borrowed by the departments such arrangements must first be approved by the department head concerned and the President. Careful adherence to such procedure is necessary in order that the location of equipment be known and the records accurately kept. Faculty members are not permitted the use of college equipment for personal business.

Teacher Responsibility - During the teaching day, it is only a matter of common courtesy that a faculty member, after conducting a class, clean the chalk boards and make sure that the room is ready for the next class. This also extends to making judgements relative to turning off lights and closing windows.

610. Textbook Library

Western Montana College rents textbooks to students, but certain

610. Textbook Library - continued

required specialized material may be sold to the students through the book store. Students may be encouraged to buy the textbook for any course. Requests for ordering new or additional textbooks must be signed by the department head and submitted to the Business Office for processing. Faculty members should maintain a continuous check of the textbooks required for the courses they teach to insure adequate time for ordering replacements.

611. College Library

Library Hours

Sunday	5:00 p.m. - 9:00 p.m.
Monday through Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 4:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

Any changes in library hours will be announced to the faculty and posted outside the library. Summer library hours are listed in the Summer Session Bulletin.

611.1 Loan Period on Library Materials

a. Books are loaned to students for two weeks; a two-week renewal is permitted.

b. Books are loaned to faculty members for the maximum of one quarter.

c. Audiovisual materials are available to all students for use in the library. They may be checked out to a student for use in a classroom presentation for the hour of that class, and to student teachers.

d. Audiovisual materials may be checked out by faculty members for one week.

e. Reference books, bound volumes and periodicals are not subject to loan to students.

f. Faculty members are permitted to take current periodicals for a one-day loan. Back issues may be borrowed by faculty for one week.

g. Curriculum books are subject to the same loan policy as books from the regular collection. However, if unusual pressure is anticipated, faculty members may request a shorter loan period for a specified time during the quarter.

611.2 Reserve Books

The reserve shelf holdings should be revised each term by

611.2 Reserve Books - continued

the instructor responsible. The library staff will remove books from the reserve shelves at the end of each term unless requested to do otherwise by the instructor.

611.3 For Faculty information, all stacks are open to all students.

611.4 Audiovisual Services

Audiovisual materials available in the library (and equipment for their use) include disc recordings, tape recordings, transparencies, microfilm, microfiche, slides, 8mm film loops, 16 mm films, filmstrips, maps, and a picture file. Typewriters are also available in the library.

611.5 Interlibrary Loans

The library will request books from any college or university in the United States. Fill out the prescribed form at the charging desk and allow a minimum of two weeks for delivery. Books requested from other units of the Montana University System will arrive sooner. The borrower will pay all mailing charges which will usually amount to about 70¢ per book.

611.6 Photocopy Service

This service is available to students at the cost of 10¢ per page. The photocopy machine will also make transparencies; the charge is 50¢ each.

611.7 Ordering Library Books

Faculty members and departments are responsible for assisting the librarian in placing book orders so that the library holdings for each department are adequate and current. Each department has a budget allocation for purchasing library materials.

Faculty members desiring to order books or other library materials which are to become a part of the regular collection should pick up teachers' request slips in the library, fill them out, and submit to the librarian for acquisition. Requests involving large sums of money should be cleared through the department head before submitting to the librarian.

611.8 Detailed Information

Detailed information regarding location and use of library materials is printed in a manual available to students and faculty in the library. The library staff is avaiable for answering students' and faculty members' questions and the Reference Librarian will conduct tours of the library for classes upon the instructor's request.

612. Financial Aid Office

The Western Montana College financial aid program, including all student employment, loans, scholarships and grants, is centralized and coordinated through the College Financial Aid Office. Operating the program in this manner allows financial problems to be resolved on an individual basis utilizing the most appropriate type of financial assistance to meet individual needs.

Faculty and staff members should feel free to contact the Financial Aid Office at any time for supplementary information, to resolve specific problems, or to make recommendations for any procedure which might improve the overall operation of the program.

612.1 How to Obtain a Student Employee

The jobs and allotted hours for the various departments are determined through the Financial Aid Office based upon existing needs by the requesting department. It is the responsibility of each department to submit its request for approval. Student employees may then be assigned through the Financial Aid Office to the various departments on the basis of this approved allocation. The office maintains a file of applications for student employment which include the student's academic major, previous work experience, and financial need.

Authorization to work may be initiated only by the Financial Aid Office. Do not have any student start work for you prior to receiving the signing of his authorization. This insures that qualified and needy students are selected and that accurate records and budgetary control are kept in proper perspective.

612.2 Employment Vacancies

Inform the Financial Aid Office immediately. Please indicate the nature of the termination with any specific conditions regarding the terminating employee as well as qualifications for the replacement.

612.3 Unsatisfactory Employees

It is anticipated that the student will be equipped with an understanding of the job expectations and will receive on-the-job guidance. However, if the student should not respond and his performance level is unsatisfactory inform the Financial Aid Office immediately. The student employee should also be instructed to report to the Financial Aid Office.

612.4 Student Employee Hours

Supervisors are responsible for the number of hours their employees work. The present general guideline is not to exceed fifteen hours per week.

612.5 Vacation Employment

Holiday and between-term employment is available to a limited number of students and is assigned on the basis of institutional need. Needy qualifying students are given prime consideration for these available positions. Again, initial application must be the responsibility of the student. The Financial Aid Office is able to supply all pertinent information. Summer employment is also available under the same conditions.

612.6 Student Time Sheets

Deadlines for submitting time sheets to the Business Office must be met. This is necessary due to procession in Helena. All students' time sheets must be in the Business Office by 4:00 p.m. on the last working day of the month.

612.7 Student Employee Retention

At each quarter's end, the Financial Aid Office will send to all departments a list indicating student employees assigned to their supervision. The list is to be returned to the Financial Aid Office with notations as to which student employees are to be retained and which replaced. (See Student Supervisor's Manual for details.)

613. Duplicating Service

For those staff members who do not have access to duplicating equipment in their departments, arrangements should be made with the Education Office to have the work done.

614. College Vehicles

The college maintains state-owned motor-pool automobiles on permanent assignment and a bus for use by the faculty and staff on College business. Keys for vehicles are available at the heating plant. A book of motor-pool rules and regulations are in the glove box of each motor-pool vehicle. Be sure that the number on the Daily Report book and credit card are those of the vehicle you are to drive! It should match the license number.

614.1 State-owned vehicles in use in the Dillon area must be returned to the campus for overnight parking. Complete the daily report, lock the vehicle and turn in the green copy of the report and keys to the box in the heating plant.

614.2 Requests for use of cars are to be made directly to the President's Office and a yellow travel request filled out in duplicate (see Section 706). Requests should be made in advance and in the event the car is not needed, the reservation should be cancelled as soon as possible so that the car will be available for the use of other staff members.

614.3 The authorized employees will be issued an identification card

614. College Vehicles - continued

614.3 by the President's Office. No cars will be released to anyone not presenting this card. The faculty member to whom the vehicle is issued is responsible for the general care and upkeep of the vehicle while it is in his use. This includes cleaning out the car before it is returned to the Heating Plant. A credit card for emergency purposes only or on out-of-state trips is furnished with the car for the purchase of gas and oil while away from campus. The faculty member to whom the vehicle is issued will sign the delivery receipt for gasoline, oil and minor maintenance services at the time of purchase. Every attempt must be made to follow motor-pool regulations for gas, oil, tires, etc.

614.4 Any accident to a state-owned vehicle should be reported to the Business Office at the earliest possible moment and a detailed report filled out. The report must be signed by the driver and is intended for the State Board of Examiners. State law requires that all automobile accidents be reported to the proper local authorities, and in most cases a report is required for the State Highway Patrol. Any accident in which bodily injury is involved should be reported immediately by telephone to the Agency insuring state vehicles. The name, address, and telephone number are on the instruction sheet kept in the glove compartment of each vehicle. Any such phone call should be made collect and must be followed by the usual written report.

614.5 According to State Statute: Any officer or employee of the State Government who uses or authorized the use of any State-owned motor propelled passenger-carrying vehicle, leased by the State Government, for other than official purposes, shall be summarily removed from office by the head of the department or establishment concerned.

614.6 According to State Statute: Any state officer or employee violating any of the provisions of this act shall upon conviction thereof be guilty of a misdemeanor, and such violator shall upon conviction be dismissed from state employment.

614.7 PERSONS AUTHORIZED TO OPERATE STATE MOTOR POOL VEHICLES

Any person employed by the State of Montana shall be eligible to operate a State Motor Pool vehicle provided that he or she has a valid Montana drivers license of the type required for the vehicle to be operated. The person to whom the vehicle is issued will be held responsible for the vehicle even though he may authorize or permit another State employee to operate the vehicle for him.

614.8 PERSONS AUTHORIZED AS PASSENGERS

A. Any person may be a passenger in a State Motor Pool vehicle driven by an authorized operator so long as carriage of that person is in the conduct of the business of the State of Montana.

614. College Vehicles

614.8 PERSONS AUTHORIZED AS PASSENGERS

B. Family members and other relatives are specifically prohibited as passengers in State Motor Pool vehicles unless their carriage is strictly qualified as necessary in the conduct of the business of the State of Montana.

C. No operator of any State Motor Pool vehicle shall pick up or offer transportation to any person not qualified as being in the conduct of the business of the State of Montana, except in an extreme emergency where the life or health of any person may be reasonably protected by such action.

D. No animal of any type shall be carried in any State motor pool vehicle which is not specifically equipped or designed or intended for the carriage of such animal in the interest of the State of Montana.

614.9 PURPOSES FOR WHICH VEHICLES MAY BE USED

A. State Motor Pool vehicles may be used for State business only and only for purposes for which the vehicle was designed or intended.

B. The standard of "state business only" does not preclude stops enroute for meals or to obtain passengers, equipment or personal effects necessary to accomplish the business for which use of the vehicle was obtained. The standard does preclude combining business with pleasure as far as use of the vehicle is concerned. Matters of purely personal as opposed to business interests may be attended to while on a business trip so long as such activity does not involve putting additional mileage on the vehicle or delay the return of the vehicle to its assigned headquarters.

615. Mailing Service

Official letterhead and envelopes will be furnished by the Business Office to all authorized staff members, and are restricted to official use. All official mailings are to be turned in to the central mail service in the Library-Administration Building no later than 3:30 p.m. for stamping and sorting. Any mail turned in after 3:30 p.m. will be held until the following day. Personal mail may be left at the central mail service if properly stamped.

616. Private Use of College Facilities and Supplies

State Statutes, Board of Regents' regulations, and College policy prohibit the use of any College facilities or supplies, including duplicating service, audio-visual materials and machines, library facilities (photo copy service), stationery, pencils, duplicating paper, ditto masters, stencils, postage, etc., for either personal use or for the use of church groups, charitable organizations or any organization

616. Private Use of College Facilities and Supplies - continued

not directly under the supervision of the College. Any employee of Western Montana College may be subject to dismissal for violation of the above regulation.

VII. BUSINESS AND FINANCIAL MATTERS

701. Payroll Procedures

701.1 Required Forms

Each new employee must fill out an Employee Data Card at the Business Office immediately so that proper exemptions can be made on his withholding tax (both Federal and State). A revised certificate should also be filed by employees whenever a change in status of dependents or address occurs.

Each employee is required to report his Social Security number on the Employee Data Card filed with the Business Office.

701.2 W-2 Forms

Earning statements for each College employee will be issued by January 31 of each year. These will be sent to the last address on file with the Business Office.

701.3 Salary Checks

Salary warrants will be placed in the Faculty mail boxes in the Library-Administration Building by the Business Office. Those on ten-month contracts will receive their first check approximately October 1, and the first of each month there-after through June. All persons on eleven and twelve-month contracts will receive payments over the entire twelve-month period, on or about the first day of the month following the service performed.

702. Requisitions and Purchase Orders

The State Purchasing Department under supervision of the State Controller is by law responsible for the purchasing of supplies and equipment for all branches of state government, including the University System. Requisitions to that department are required in order to provide necessary information on which to act locally as well as at the Capitol. The Business Office is the College's liaison office with the State Purchasing Department. Requisitions and purchase orders serve additional purposes such as:

a. Protection for the College and business firms against indiscriminate buying by unauthorized persons.

b. Budget control.

c. Identification of the staff member and department requesting the purchase.

702. Requisitions and Purchase Orders - continued

d. Avoidance of duplications.

702.1 Minor Supplies

Minor supplies, including carbon paper, stationery, pencils, grade books, ditto masters, paper, and scotch tape are supplied to faculty members by the Education Office. Items not in stock will either be ordered directly by the Business Office or approval may be given with a local purchase order to pick up the materials from a local dealer. All slips for local purchases must be signed by the person picking up the order, and a copy brought in to the Business Office. Any purchase made without the prior approval of the Business Office will be considered as a personal purchase and payment will not be made by the College.

702.2 Capital Equipment or Bulk Supplies

A requisition submitted to the Business Office is the initial step in complying with the requirements. In preparing requisitions, one copy of the completed form is all that is normally required for the Business Office. The requisition must be approved by the department head. The articles desired should be sufficiently described to permit processing by persons unfamiliar with the objects. If there are limitations as to quality, brand, etc., they should be so indicated with the reasons therefor on the original requisition. Personal preference in itself is not an adequate reason for limitation.

The requisition must show the price of the objects desired (either catalog or estimated) and the address of the vendor. Orders must be in the Business Office at least two months before the items are needed. Since a time schedule has been established for major purchases, including furniture, paper, and printing, a check should be made with the Business Office as to the proper ordering time. A general budget is given to each department, and the department head will establish priority on the items to be purchased.

703. Expense Reimbursement

703.1 Reimbursement for Travel Expenses

Travel claims may be obtained in the Business Office. Claims should be filed in duplicate in the Business Office twice monthly and not later than the end of the month. The amount of the claim must not exceed the amount specified in the travel authorization.

Per diem and miscellaneous expenses must be listed by days, not one amount for the entire trip. The day and hour of departure from Dillon and the day and hour of arrival back in Dillon must be noted in the travel claim.

703. Expense Reimbursement - continued

703.1 Reimbursement for Travel Expenses

Receipts for all miscellaneous expense must be attached to the claim. The only items of miscellaneous expense which will be approved are registration fees at conventions or meetings and taxi fare when a staff member uses a common carrier.

Per diem (meals and lodging) are limited to $13.50 per day within the State of Montana and $22.50 outside the State. In computing the per diem in lieu of subsistence for continuous travel of more than twenty-four hours, the calendar day, midnight to midnight, is the unit. For fractional parts of a day at the commencement or ending of such continuous travel, one-fourth of the rate for a calendar day is allowed for each period of six hours or fraction thereof. For continuous travel of twenty-four or less, the travel period is regarded as commencing with the beginning of the travel and ending with the completion thereof, and for each six-hour portion of the period of fraction thereof, one-fourth of the rate of a calendar day is allowed; provided, however, that no per diem, excepting an allowance not to exceed one dollar and twenty-five cents ($1.25) per day for moneys actually expended for midday meals, is allowed when the departure is at or after 8:00 a.m. and the return on the same day is at or prior to 6:00 p.m. No per diem or allowance is paid for any absence not exceeding three hours.

703.2 Reimbursement for Teaching Extension Classes

On or before the first day of each month following teaching of an extension course, all instructors must file a written report in the Business Office indicating the number of classes taught during the month. The Business Office will then send in a regular payroll claim to Helena for reimbursement. These claims can only be sent in once each month, and failure to report on the first day of the month may cause the claim to be held until the first day of the following month.

Travel claims are to be filed for reimbursement of any regular expense (including per diem and personal car use) which have been approved by the President's Office.

704. Cash Receipts

All institutional monies must be accounted for by the Business Office, and it is the responsibility of each Department Head to see that any funds delivered to his department are promptly transmitted to the Business Office.

705. Textbook Purchases

When textbooks are ordered for a course, a request must be made in duplicate to the Business Office. Textbook requests must be approved by the Department Head. Textbook request forms are furnished by the

703. Expense Reimbursement - continued

703.1 Reimbursement for Travel Expenses

Receipts for all miscellaneous expenses must be attached to the claim. The only items of miscellaneous expense which will be approved are registration fees at conventions and meetings and taxi fare when a staff member uses a common carrier.

Per diem has been revised as of July 1, 1975. In-state lodging will be permitted to a maximum of $16.00 per day BUT YOU MUST KEEP YOUR RECEIPT TO FILE WITH THE CLAIM, plus $2.00 for breakfast, $3.00 for lunch and $5.00 for dinner. Out-of-state lodging will be permitted to a maximum of $37.00 per day BUT AGAIN YOU MUST KEEP YOUR RECEIPT TO FILE WITH THE CLAIM, plus $3.00 for breakfast, $4.00 for lunch and $6.00 for dinner. IF YOU DO NOT HAVE A RECEIPT FOR LODGING IN-OR OUT-OF-STATE, the maximum permissible lodging allowed will be $7.00 per night.

For departure at or after 7:00 a.m. and return on or before 6:00 p.m., the maximum allowance will be $3.00 for lunch. In no case will per diem be allowed for travel of less than three hours.

The bill provides that the department of administration will prescribe rules to administer the above section. Copies will be distributed when received.

705. Textbook Purchases - continued

Business Office. Textbooks are issued on a small rental basis and careful consideration should be given to the choice of a text that can be effectively used for the longest possible period of time. All textbook orders should be in the Business Office at least six weeks prior to the beginning of the quarter in which the books are to be used. Paperback books ordered for any course must be ordered through the Campus Bookstore and are to be purchased by the students.

706. Travel Regulations

A duplicate request for travel must be presented to the President's Office at least a week prior to a trip, unless such trip is of an emergency nature. No travel claims will be approved unless such procedure has been followed and authorized by the President. Each trip must be authorized on a separate travel request with the exception of trips necessitated by supervision of student teachers or the teaching of extension classes. These trip requests may be filed for the duration of the trips, but separate forms should be filed for each calendar month.

706.1 Travel by Common Carrier

After authorization for a trip has been secured the staff member may borrow a transportation book from the Business Office, which will permit him to purchase his airplane, railroad or bus ticket without outlay of cash and with exemption from the Federal tax. All tickets needed for the trip should be purchased at this time as the transportation books must be returned to the Business Office without delay and may not be taken on the trip. If there is uncertainty regarding the method of return travel, the staff member may secure a tax exemption form from the Business Office for use in purchasing the return ticket.

All unused transportation tickets purchased on state travel request books must be returned to the Business Office for refunds in accordance with instructions from the State Board of Examiners.

706.2 Travel by Private Car

Any person traveling on College business should use a College car or common carrier. If a college car is not available, permission may be given by the President's Office for the use of a personal automobile, and compensation will be at the rate of 9¢ a mile. If for any reason a staff member requests to use a personal automobile for transportation when a State car or common carrier accommodations are available, permission may be given by the President for such use if it is to the advantage of the College. Reimbursement in lieu of mileage will be made on the basis of the most economical common carrier fare and per diem computed as though the traveler used the most direct transportation route.

If a personal automobile is used, it must be covered by public liability and property damage insurance and parts B and C of the travel claim must be completed.

VIII. STUDENT RELATIONS

801. Student Trips

At least two weeks in advance of a proposed field trip the instructor in charge of a student field trip should send a memorandum to the Academic Dean stating the proposed arrangements for and date of the trip as well as a list of the students who will be participating. If the Academic Dean approves the trip, he will submit the memorandum to the Dean of Students for final approval. When this has been given, the Dean of Students will place the list of students in the faculty mail boxes. A list should also be sent to the Business Manager for insurance purposes. An approved travel request must be on file in the President's Office listing all students going on these trips with day and hour of departure and day and hour of return.

802. Student Social Functions

All social functions are to be registered with the Dean of Students at least three days before the date of the function. Registration includes completing a form which lists the time and place of the function, the names and addresses of the Official Guests, and the Student Chairman.

803. Approval of Student Organizations

All student organizations are required to register with and obtain recognition from the Office of the Dean of Students. Until such recognition has been granted, the organization is not entitled to use of space in campus buildings, mention of its activities in campus publications, or the use of the name of the college. A copy of the constitutions of such organizations and all amendments thereto must be filed in the Student Body President Office. The public exercises of all societies, classes, or other student organizations are subject in time, place, and character to the approval of the faculty or its constituted authority. All rooms assigned to the use of student organizations are occupied subject to the control of the College.

804. Faculty Advisers to Student Organizations

All organizations must have a faculty adviser. Faculty advisers are selected by the organization members for approval by the President of the College. Faculty adviser duties are to assist the membership in carrying out the purpose and objectives of the organization within the provisions of its constitution and by-laws and to further advise the membership of College policies, rules and regulations.

805. Student Personal and Behavior Problems

On occasion an instructor may encounter a student who appears to have personal problems severe enough to hinder seriously his academic performance. If the problem appears to be extremely severe, or the faculty member is uncertain how to proceed, he should contact the Dean of Students directly. Faculty members can often render valuable service by simply being available to students and listening to them, but the faculty is cautioned against attempting amateur psychotherapy.

805. Student Personal and Behavior Problems - continued

Classroom behavior and discipline are primarily the province of the faculty member in charge, but instructors are strongly encouraged to consult with their department heads, the Academic Dean and the Dean of Students if problems arise. Relatively straight forward cases of cheating or plagiarism may be dealt with by the instructor, with the minimum penalty generally being failure in the piece of work involved. The maximum penalty which an instructor can assess is failure in the course. If the instructor wishes further guidance or if it appears that an organized effort or unauthorized access to College facilities was involved, then the instructor should consult with his department head, the Academic Dean, and the Dean of Students. The Office of the Dean of Students is also available to assist in investigations, if such action appears to be warranted.

806. Academic Advisers to Students

One person will be designated by the department head as adviser for each department. This person will be responsible for all departmental advising. If too many students are involved, advisees will be assigned by the department head to other faculty members. Assignment of advisees will be made when students enter Western.

Majors and minors of each student will be listed on the main registration card with an indication of who is to be the adviser for that student and who is to sign the registration card. At least once each year departmental advisees will visit the departmental advisor in the minor field. Majors will meet with departmental advisers at each registration time. The Registrar's Office will send to the faculty adviser for use during Fall registration a transcript of each advisee. Winter and Spring Quarter Grade Reports will also be furnished faculty advisers.

Advisers of pre-professional students will be the faculty member whose academic department is most closely related to the professional area. Pre-professional students will be assigned advisers by the Registrar.

Graduation lists will be prepared by the Registrar and submitted to departmental advisers by midquarter of the quarter in which the student indicates he will graduate. Each departmental adviser should approve the list after determining if all major or minor requirements have been fulfilled for each student listed.

The Registrar's Office will check the general requirements and the Education Department will check the Education Department requirements.